



# CITY OF DELRAY BEACH

## EMPLOYEE OF THE MONTH NOMINATION FORM



(MUST BE SUBMITTED TO THE NOMINEE'S DEPARTMENT HEAD BY THE LAST FRIDAY OF THE MONTH)

Name of nominated  
employee:

Theresa Gardner-Williams

Job Classification: Staff Assistant II

Dept./Division: Neighborhood & Community Svcs

Please select one or more of the following guidelines applicable to the nomination:

- ☐ Action, service, idea or method that resulted in organizational improvements (saved the City time or money by streamlining a process such as eliminating waste, significantly decreasing expenses or increasing efficiency), and/or;
- ☐ Outstanding action that brought public recognition to the City or enhanced the city or department's professional image (returned a citizen's personal property; recognized in the media for "going above and beyond" routine job responsibilities), and/or;
- ☒ Displaying overall excellent cooperation toward City goals and objectives (effectively communicating or sharing information/knowledge to other departments/co-workers to achieve a common goal), and/or;
- ☐ Going "above and beyond the call of duty" that exceeds nominee's job description (exemplary action outside of work routine that prevented a citizen or co-worker from serious injury or death), and/or;
- ☐ Other action warranting city wide recognition.

Please justify the nomination by providing **specific** details (use additional sheets if necessary):

It is my pleasure to nominate Theresa Gardener-Williams for employee of the month. During the past couple of months, Theresa has worked in various capacities due to the current shortage of staffing within the Neighborhood Services Division. During this time, she has trained to do payroll for the division, and has been extremely valuable with inputting invoices into the Tyler System while still performing the duties of her regular position. Theresa demonstrates great enthusiasm to learn new skills & software and to also grow professionally. She displays a willingness to help others and is an extremely committed and hard-working employee who truly cares about her department and the citizens of our great city. Theresa maintains a team attitude, pays attention to details and gives priority to customer service within the Neighborhood and Community Services Division as well as with outside entities. Theresa is always willing to do more than what is required of her. She demonstrates flexibility by putting in extra hours to ensure tasks are completed correctly and on time. The assistance provided by Theresa has been a tremendous help to the department, and she handles every task given to her, no matter how difficult, pleasantly and professionally. Her high level of proficiency in handling tasks assigned to her has not gone unnoticed and is very much appreciated.

DAVID WEATHERSPOON

Submitted by: (Print Name)

David Weather Spoon  
Signature

9/9/19  
Date

Neighborhood & Community Svcs Interim Director

weathers@mydelraybeach.com



# CITY OF DELRAY BEACH

## EMPLOYEE OF THE MONTH NOMINATION FORM



(THIS SECTION TO BE COMPLETED BY DEPARTMENT HEAD)

**Instructions:** Select yes or no after each question and provide an explanation or comment. The Department Head is responsible to ensure the form is returned to the Human Resources Department by **5:00pm on the first business day of the month.**

DESCRIPTION	YES	NO
Has the employee completed all regular and special duties as required including adherence to the City's Rules and Regulations?		
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?		
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?		
Are there any disciplinary action pending involving this employee?		

**Department Head Comments:** (use additional sheets if necessary)

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Sgt. J. Weather  
Department Head

Sgt. J. Weather  
Signature

9/9/19  
Date

### This Area To Be Completed By Human Resources

Human Resources will review the employee's file to verify eligibility

☒ Approved

☐ Disapproved

D. Bast  
Human Resources Director

D. Bast  
Signature

9/9/19  
Date