



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:

Miguel Catalasan

Job Classification: **Senior Software
Engineer**

Dept./Division: Information Technology

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):

Miguel's position as the Senior Software Engineer for the City keeps him extremely busy; however, he was able to step up and help the Public Works Department with the daunting task of developing the 2019 Stormwater Tax Roll. Miguel nearly single-handedly developed the 2019 Stormwater Tax Roll data for the City. Thankfully, Miguel had extensive historical experience working with the Stormwater Tax Roll development and when requested to help Public Works with this year's Stormwater Tax Roll he was quick to accept and take a leadership role to make it happen. Miguel stepped up and used his extensive and intimate knowledge of the City's AS400 system to input, review and develop the NAV output files required for submission to Palm Beach County Tax Collector and Property Appraiser's office. He provided constant communication with the Public Works Department during the file review and submission process to make sure everyone was fully informed. He exceeded deadlines and provided draft documents to the County to make sure they were getting what they needed before they needed it. His assistance for the 2019 Stormwater Tax Roll was invaluable to the Public Works Department and the City as whole; and the City is fortunate to have such an intelligent, proactive team player. Miguel's teamwork and overall attitude is something that we should all strive to achieve, and we strongly recommend his recognition as the Employee of Month as an exemplary employee.



CITY OF DELRAY BEACH
EMPLOYEE OF THE MONTH NOMINATION FORM



Missie Barletto
Submitted by : (Print Name)

Missie Barletto
Signature

11/22/19
Date

Public Works Department
Department / Division

barlettom@mydelraybeach.com
Email Address

Anonymous or self-nominations will not be accepted



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)

Jessica Cusson

Department Head

Signature

Date

This Area To Be Completed By Human Resources

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

☒ Approved

☐ Disapproved

Human Resources Director

Signature

Date

11/22/19