



# 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:

Patrice Harris

Job Classification: Agenda Coordinator

Dept./Division: City Clerk's Office

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):

I would like to nominate Patrice Harris for January Employee of the Month. Patrice has been the City's Agenda Coordinator for more than four years and during that time, she has consistently kept the Development Services items on track for the City Commission agenda. She is unfailingly patient with our staff, particularly those still learning the Legistar system. She sends reminders of critical timelines and remains calm and professional no matter how close the deadline is looming. We value her contributions to the success of our Department. Patrice's work is unfailingly accurate, she provides excellent customer service to all and practices outstanding teamwork.

Anthea Gianniotas  
Submitted by : (Print Name)

  
Signature

1/10/20  
Date

Development Services  
Department / Division

gianniotesa@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?	X	
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?	X	
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?		X
Are there any disciplinary action pending involving this employee?		X

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

Patrice has the patience of Job and she doesn't complain or get flustered no matter what the rapidly changing demands are. She cares about staff's agenda items and she goes above and beyond to ensure staff has what is necessary to help move the items through the agenda process. She reaches out to staff to ask for additional documentation if needed, she has an eagle eye for details which is so important in the world of a City Clerk's Office.

Her expertise with Legistar is outstanding and she is always able to assist with any issues that arise in the system, without complaint. Patrice is the epitome of professionalism as an employee in the City of Delray Beach. I too agree that she deserves to be recognized for her dedication and sound work practices.

<u>Kareli Johnson, City Clerk</u>	<u>Kareli Johnson</u>	<u>1/16/20</u>
Department Head	Signature	Date

**This Area To Be Completed By Human Resources**

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

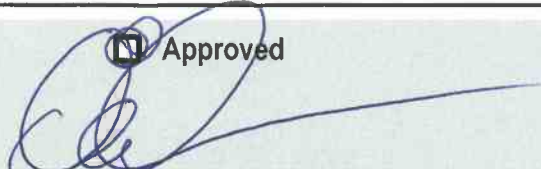


**CITY OF DELRAY BEACH**  
**EMPLOYEE OF THE MONTH NOMINATION FORM**



☒ Approved

☐ Disapproved

  
\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Signature

1/16/2020  
\_\_\_\_\_  
Date