



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: Miglena Hooks

Job Classification: INFRASTRUCTURE ENGINEER 1 Dept./Division: IT

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):

Miglena helped set up Webex for Commission Meetings and other department meetings during the time
of the Corona shutdown. She documented and guided departments through all the necessary steps to get
the meetings to run smoothly and successfully. The results were overwhelmingly positive.

Edgard A. Mendez
Submitted by : (Print Name)

Edgard A. Mendez
Signature

6/1/2020
Date

IT
Department / Division

mendeze@mydelraybeach.com
Email Address

Anonymous or self-nominations will not be accepted



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(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)

MIGLENA HAS BEEN RECOGNIZED BY HER FELLOW TEAM-
MATES FOR HER NEVER ENDING COMMITMENT TO EXCELLENCE.
SHE HAS SPENT COUNTLESS HOURS DURING THIS PANDEMIC
TO ENSURE COMMISSION MEETINGS AND REMOTE WORKERS
HAVE A FLAWLESS PROCESS.
THANK YOU FOR YOUR DEDICATION.

DON MARESO

Department Head

Signature

6/1/2020

Date

This Area To Be Completed By Human Resources

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



Approved



Disapproved

Diana Dabos

9-22-20

Human Resources Director

Signature

Date