



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: Alexandria DeFranco

Job Classification: Payroll Dept./Division: Finance/Administration

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, YES
- ☐ 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, YES
- ☐ 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. I would like to recommend Alexa as EMPLOYEE OF THE MONTH for her endless creativity.

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

Alexa has been with the city for less than a year. During this time, she headed the Family First Coronavirus Response Act (FFCRA) meeting to inform all Dept. Admin. how to handle calculating eligible hours through the leave form she created. Alexa has created many forms which save time, calculate correctly, and import positions and pay. Forms – FFCRA leave form; Retro Forms-codes and calculations are located in drop down boxes saving time when entering hours; NEW-Employee Change Notice Form-calculates and incorporates retro and top out forms. Alexa is always willing to share information/knowledge to other Departments/co-workers to achieve common goal. Alexa has updated the payroll process by importing through excel-travel & training, gift cards, retro's, etc. which saves time-no longer need to enter separately. I am a recipient of Alexa's knowledge.

Alberta Gaum-Rickard
Submitted by : (Print Name)

Alberta Gaum-Rickard
Signature

10/4/2020
Date

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Finance/Administration
Department / Division

rickarda@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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the employee maintained a positive attitude and overall excellent spirit of cooperation toward City goals and objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the employee been involved in any safety incident during this nomination year in which she/he was at fault?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there any disciplinary action pending involving this employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Department Head Comments: (use additional sheets if necessary)

I couldn't agree more w/ this nomination.
In addition with all that has been
mentioned, I Challenged Alexa a couple of
months ago to cost out the proposed IAFF
collective bargaining agreement proposal
& she has done an exceptional job w/ limited
guidance.

Marie Kalke
Department Head

Marie Kalke 10-5-2020
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