



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:

LeShay Ferguson

Job Classification: HR Generalist

Dept./Division: Human Resources

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):

Dot Bast

Submitted by : (Print Name)

Dot Bast

Signature

10/23/20

Date

Human Resources

Department / Division

bast@

Email Address



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I am nominating LeShay Ferguson for Employee of the Month for the outstanding contributions she has made to the City over her nineteen year career. A brief synopsis of her accomplishments:

- LeShay worked part time as a Recreation Leader in Parks and Recreation before coming onboard as a full time Code Enforcement Office in 2001.
- As a Code Enforcement Officer, she made a positive impact wherever she was assigned and has a dozen commendations in her file from homeowners and HOA presidents thanking her for making a difference in their neighborhoods. She was known for her willingness to listen and to work with residents to clean up the alleys and other properties and bring them into compliance.
- In 2005, LeShay became the Rental Housing Coordinator and created the programs currently in place to educate landlords, protect tenants and develop effective communication with the Community Improvement Department.
- After six years, LeShay returned to her position as a Code Enforcement Officer until 2016 when she decided to pursue her interest in Human Resources and became our HR Executive Assistant.
- As a result of her initiative and creativity, LeShay was soon promoted to HR Coordinator and took over the leadership of our SPIRIT Committee. In this capacity, LeShay led her team to host outstanding annual SPIRIT BBQs. She brought the events in under budget and on time and made sure all employee groups were included and celebrated. She also developed employee engagement programs that brought great comradery and team building. Her joy is truly contagious. She also became an expert in Legistar and Tyler purchasing functions, both of which are no small feats!
- In 2019, LeShay was promoted again to Human Resources Generalist, where she continues to head up employee engagement, combined with the responsibility to recruit for Police and Fire-Rescue departments.
- Outside of work, LeShay is a drama director, a successful playwright and teaches children about drama and acting.

Throughout her career with the City, there are two standout qualities that are evident:

- 1) LeShay leads us all in providing outstanding customer service. She treats her internal and external customers with kindness and respect, never losing patience even during trying situations.
- 2) Her generous character shines through in all of her projects. She embodies everything one would want in a team member. During the beginning of the pandemic, she played a key role in keeping Human Resources functioning smoothly, adjusting to new rules and answering employees' questions calmly.

Human Resources requests your consideration to name LeShay Ferguson as Employee of the Month.



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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)

Department Head

Signature

Date

This Area To Be Completed By Human Resources

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

☒ Approved

☐ Disapproved

Human Resources Director

Signature

Date