



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: Paula Wolfe

Job Classification: Senior Claims Specialist Dept./Division: Risk Management

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):

Paula works in the Risk Management Division. One of her tasks is to pursue and collect subrogation monies when third parties damage City property. She is steadfast in this endeavor. While performing her subrogation duties, she thought "outside the box" and found that the City had unclaimed money through the State of Florida. This money had nothing to do with her normal duties, and spanned several departments. The total amount was \$. By going above and beyond her normal duties, Paula recovered money that no one knew about, and would still be unclaimed.

Edward De Micco

Submitted by : (Print Name)

Paula Wolfe

Signature

12-11-2020

Date

Risk Management

Department / Division

demicc@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?	✓	
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)

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