



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: Anthony Bursan

Job Classification: Admin Office Clerk Dept./Division: City Clerk

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):

Anthony is an outstanding employee who provides superior service to the City. He is conscientious, diligent, and an incredible asset to the Clerk's Office. Anthony consistently follows up to ensure proper handling of City documents and never hesitates to question if something doesn't seem right. The City office is especially grateful for his commitment to the City and his overall efforts!

LYNN GREEN
Submitted by: (Print Name)

[Signature]
Signature

6/8/24
Date

City Clerk

Department / Division

apb@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?	✓	
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)

Thank you to the City Attorney's Office for this nomination. I completely agree with your comments about Anthony. He is thorough and meticulous and the City is extremely blessed to have him as an employee and I, as his supervisor, am blessed to have him a part of the City Clerk team. He is truly an asset and of great value to the organization.

Kateri Johnson, City Clerk Kateri Johnson 6/9/21
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