



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: Jessie Houston

Job Classification: Administrative Assistant 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):

I would like to recognize Jessie Houston as the Employee of the Month for July 2021.

Mr. Houston helped train all the city's departments on the electronic ECN forms. He was patient and happy to answer questions to assist staff members. He also worked closely with the summer interns and provided them opportunities and advice to help them grow both personally and professionally. My intern Omanex Jean always looked forward to the workshops because he wanted to hear what Jessie had to teach his cohort that day. Mr. Houston is personable and is always willing to help his peers.

I wanted to thank Mr. Houston for his time and let him know that his efforts to improve the city have certainly been noticed.

Ashley Cacicedo
Submitted by: (Print Name)

Ashley Cacicedo
Signature

08-16-2021
Date

City Clerk
Department / Division

cacicedo@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)

Jesse is a valuable member of the team and his initiative is greatly appreciated!



Department Head



Signature

5/16/20

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