



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:

Alfa Vergara

Job

Administrative

Dept./Division:

Fleet/Public Works

Classification:

Assistant

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):

Alfa Vergara has been instrumental in displaying her vast knowledge of computers and programs. She

Oversees contracts, classes, a high volume of invoices, payroll and assists her staff in communication of all city events and mandatory requirements. She is extremely organized and professional.

Alfa has gone above and beyond by sharing her skills sets. She provided training for the Adobe use by Public Works employees in order to streamline the obtaining of signatures including those for payroll and Documents that require multiple approvals, thereby providing a record of documentation.

In addition, Alfa created a how to Power Point Program on Employee Change Notices and shared it with Staff. She is a go to person for payroll, invoices and can provide the information for Tyler use as well.

She is a very skilled and important asset to the City of Delray Beach. And the list goes on....

Joanne Friedman, Administrative Assistant
Submitted by : (Print Name)


Signature

8.27.21
Date

Engineering/Public Works
Department / Division

friedman@mydelraybeach.com
Email Address



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)

Alfa is a great employee who makes a wonderful contribution both to Public Works and to the City as a whole. I am pleased to support this nomination wholeheartedly.

Missie Barletto
Department Head

Missie Barletto
Signature

8/27/21
Date

This Area To Be Completed By Human Resources

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

☒ Approved

☐ Disapproved

[Signature]
Human Resources Director

[Signature]
Signature

[Signature]
Date