



EMPLOYEE OF THE MONTH NOMINATION FORM

The City of Coral Gables, "The City Beautiful," wishes to recognize those employees who best reflect our Mission: Dedicated people, providing exceptional services, to residents, businesses and visitors, while preserving our historic heritage. If selected, the Employee of the Month receives \$400 cash along with a plaque presented during a City Commission meeting. A photo of the employee is also displayed in City Hall for the duration of that month, as well throughout City departments. In addition, the Rotary Club of Coral Gables honors the chosen employee with a plaque presented during their monthly luncheon. Additionally, Employees of the Month become eligible for Employee of the Year.

Eligibility - All regular, full time employees except for: temporary, seasonal or employees on probation, employee's eligible for Police Officer or Firefighter of the Month programs, Directors, Assistant Directors, and those who have been previous Employees of the Year.

Procedures - Nominations may be submitted by any Coral Gables Director, or resident.

Directors - Should complete the form and e-mail it to kingersoll@coralgables.com or send it via inter-office, confidential envelope to Kenneth Ingersoll, Human Resources.

Residents - Should complete the form and deliver, or mail it to: City of Coral Gables, Employee of the Month Coordinator, 2801 Salzedo Street, 2 Floor • Coral Gables, FL 33134. This form can also be emailed to kingersoll@coralgables.com.

I am nominating Sarah Espino of the Community Recreation Department to be Employee of The Month, because she/he exemplifies the following Qualities:

Doesn't just do the job well but is dependable, and is a team player who consistently goes above and beyond normal expectations. Shows initiative, solves problems, offers help, gives support, and has a positive attitude.

Values: Responsiveness, Integrity, Dedication, Competency, Loyalty, Innovation, and Accessibility.

In Your Own Words (Attach sheet if additional space is needed):

All nominations will be shared with the department director for further comments

Print Name: Jose Vilar Date: 4/18/18

Signature: 

Employee of the Month

Over the years Sarah Espino has become a great Supervisor and has excelled at her role here at the Venetian Pool. Since the absence of the Supervisor Carolina Vester, Sarah has taken more additional responsibilities in order to ensure the Venetian Pool functions smoothly. She is consistently proactive with administrative duties, and doesn't need supervision to complete her tasks. She is continually on the look-out for any maintenance issues and strives to have the work area look its best. She is not hesitant to pick up trash and debris and it inspires staff to do the same. She treats the P/T staff well, and she even reminds them to use their leave so it won't expire- to ensure they get the maximum use of their benefits.

Her attention to detail has helped our Spring Camp Jr. Lifeguard Camp be a success. Sarah oversaw the camp schedule, the purchasing of the crafts, the lunch menu, and the registration process for our recent Spring Break camp. Sarah made an effort to continually check-in with the camp participants, the staff, and the parents whenever possible. The surveys that were submitted at the end of the program had only ratings of Very Satisfied and Satisfied.

Corporate Run: Sarah has voluntarily taken the role of Team Captain for the last couple of years for the Annual Corporate run for the City. She has collected fees, registering the participants, and coordinated the logistics for the event which includes purchasing the food for the event, reserving the tent rental, distributing team shirts, and sending reminder emails for City employees. I believe she has done a marvelous job ensuring the event is a success and balancing her job here at the Venetian Pool. It is with much happiness that I nominate Ms. Sarah Espino as the Employee of the Month for the City of Coral Gables.

-Jose Vilar