

**PART-TIME EMPLOYEE OF THE QUARTER**



**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 recipient of the Part-Time Quarterly Award receives \$300 cash along with a plaque presented during a City Commission meeting or in their respective department.

***Eligibility***

All City of Coral Gables regular (year-round) part-time employees are eligible to be nominated for the Part-Time Employee Quarterly Recognition Award with the exception of the following:

- Temporary or seasonal employees
- Part-Time Employees who have previously been selected to receive the Part-Time Employee Quarterly Recognition Award within the last two (2) years.

***Procedures***

Nominations may be submitted by any Coral Gables Director, employee or residents.

***Directors/Employee***

Should complete the form and e-mail it to [jrodriguez4@coralgables.com](mailto:jrodriguez4@coralgables.com) or send it via inter-office, confidential envelope to Jose Rodriguez, Recruitment Manager.

***Residents***

Should complete the form and deliver, or mail it to: City of Coral Gables, Employee of the Month Coordinator, 2151 Salzedo Street, 5<sup>th</sup> Floor • Coral Gables, FL 33134. This form can also be emailed to [jrodriguez4@coralgables.com](mailto:jrodriguez4@coralgables.com)

I am nominating \_\_\_\_\_ of the \_\_\_\_\_ Department to be Employee of The Month, because she/he exemplifies the following Values:

**Integrity, Dedication, Competency, Loyalty, Innovation and Accessibility**

**In Your Own Words please provide reason for nomination and/or examples of why employee deserves recognition. Please describe in detail (Attach separate sheet if additional space is needed):**

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Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Matthew Gonzalez PT Employee of Quarter Nomination**

Last week my family and I celebrated my son's birthday at Salvadore Park. During the setup for the party, I was approached by employee Matthew Gonzlez to ask if we needed any assistance. He was professional, courteous and friendly. He checked in repeatedly with our birthday group to ensure everything was to our liking and proactively cleaning up the pavilion trash bins as needed.

During the reminder of the day, I observed Matthew to be very attentive to all the patrons of the park, constantly on the move actively keeping the park clean and accessible for all. He made my family's birthday celebration enjoyable and worry-free. Because of employees like Matthew and his welcoming nature, it keeps me wanting to come back over and over to enjoy the beautiful parks of Coral Gables.

It is employees like Matthew that make the park going experience in Coral Gables so special and welcoming. Employees like Matthew often go unnoticed but I would like to take this opportunity to celebrate the hard work and dedication of Matthew.