



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: To honor our history by providing exceptional services that enhance the quality of life for our community. If selected, the recipient of the Part-Time Quarterly Award receives \$200 cash along with a plaque presented during the second quarter City Commission meeting. A photo of the employee is also displayed in City Hall for the duration of the quarter, as well throughout City departments.

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 Employee who have previously been selected to receive the Part-Time Employee Quarterly Recognition Award within the occurring fiscal 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 Gesell Guido of the Community Recreation Department to be the recipient of Part-Time Quarterly Award, 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):

I would like to highly nominate Ms. Gesell Guido, she is a genuinely an exceptional passionate employee, a great team player and is always willing to go beyond in assisting everyone who steps foot at the Youth Center and in our various City locations. She stepped up to the plate when they gave our division the responsibility to overseeing the Daddy Daughter Dance, with her leadership and experience we were able to have a successful event. She has assisted in the Farmers Market and has shown great leadership and professionalism

I have had the pleasure of supervising Ms. Guido for the past two years while she has served as a P/R Special Project Coordinator Assistant, and has done a phenomenal job while i was on leave this past month

Gesell has been part of our parks family since 2010; Her chemistry, honesty and knowledge are one of her many attributes and they will stand with her wherever she goes.

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

Print Name: Norma-Milena Gavarrete Date: 9/6/18

Signature: _____



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.

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I am nominating Gesell Guido of the Special Events 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):

she is very helpful. Provides the most info for vendors & people in need of film permits. Voices her opinion when asked. Also very creative. Lastly, she provides special events with a source of integrity & innovation, something the city needs.

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

Print Name: Melissa Martinez Date: 07/18/18

Signature: Melissa Martinez