CORAL GABLES
THE CITY BEAUTIFUL

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. The Employee of the month has the option to be recognized at the Commission Meeting corresponding to the month they were selected or be recognized in their respective department. 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. In addition, employees selected as employee of the month in the last five (5) years are ineligible.*
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 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 Floor • Coral Gables, FL 33134. This form can also be emailed to 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):

_____
_____
_____
_____
_____
_____

Print Name: _____   Date: _____