



# 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 \$300 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 [mmilian@coralgables.com](mailto:mmilian@coralgables.com) or send it via inter-office, confidential envelope to Maria Milian, 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 [mmilian@coralgables.com](mailto:mmilian@coralgables.com).

I am nominating Carlos Perez of the Ann Marie 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):

See the attach sheet.

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

Print Name: Jesus Acevedo Date: 11-13-15

Signature: [Handwritten Signature] #6871

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To whom it may concern

I Captain Jesus Acevedo of the Coral Gables Fire Department would like to nominate Mr. Carlos Perez for employee of the month. Let me start by saying that I have been Fleet Manager of our Department now for four years and working with Mr. Perez has been a pleasure. Carlos works with integrity and very self-conscious when it comes to getting our Fire Department trucks functioning properly. He goes above and beyond the call of duty. He responds twenty four hours of the day to make sure are equipment is service ready to serve our citizens. Our goal is to have our fleet working at all times of the day and night.

*I consider Carlos to be a team member of our Fire Department.*

Thank you.