

**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: \_\_\_\_\_