

# 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](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 Floor • Coral Gables, FL 33134. This form can also be emailed to [jrodriguez4@coralgables.com](mailto:jrodriguez4@coralgables.com).

I am nominating Carlos Gutierrez of the Parking & Mobility Services 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):

Mr. Gutierrez is being nominated for his dedication and contributions to teamwork and unit morale. He's caring, considerate and an exemplary leader. Mr. Gutierrez cares for his employees beyond expectations of his job. He is known to be fair and firm. He takes time to assist and motivate employees not only as it pertains to work but also at a personal level. He urges employees to take care of their health, eat well and exercise. Employees have expressed of Carlos that he is the best supervisor they have ever had. Mr. Gutierrez's success is evident in the continued productivity of his officers and good team morale.

Print Name: Monica Beltran

Date: 04-15-25