

# 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 Kenneth Larkin of the Community Recreation 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):**

**I would like to nominate Kenny Larkin for Employee of The Month for the month. He has stepped-up to cover for significant staff shortages, increased the number of hours and days he has been working, and performed to a level beyond expectations of his job responsibilities. He has found solutions to resident issues in our parks such as repairing broken equipment, cleaning graffiti, servicing pet waste stations, laying new grass and watering, and managing large crews. Kenny cares about Coral Gables and shows it on a daily basis. He is well-deserving of Employee of the Month.**

Print Name: Troy Hall

Date: April 8, 2024