



# 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 Alex Regalado of the Public works 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):

I am pleased to nominate Alex for employee of the month award. I have known and worked with Alex for more than two years and have always found him dependable, efficient and proactive. He is always willing to take on difficult projects and successful completion. His skills do not end with his field of office work. He is always cheerful and with great attitude to employees, coworkers and residents. I have seen him resolve conflicts and handle

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

Print Name: Jose Sampedro Date: 11/2/2010

Signature: [Signature]

I can think of no one more deserving of this award than Alex Regalado.