



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 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.

I am nominating Tyrekia Phillips of the Finance 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):

Tyrekia began with the City as a temporary employee in 2012, serving in an administrative position for approximately 3-1/2 years. As result of her excellent performance she was offered the position of Administrative Assistant in the Procurement Division 2016. Her promotion to Administrative Assistant position was well deserved as she has become a vital cog in the Procurement Team.

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

Print Name: SHARFEER MOHAMMED Date: 6/28/16

Signature: [Handwritten Signature] MFP

Tyrekia made herself invaluable to the contracts staff in the Division by providing much needed administrative support, which allows them to concentrate on the Procurement side of their solicitations, and lessened the administrative burden. Procurement processes consist of many details, Tyrekia's administrative support helps to ensure greater accuracy and allows the contracts staff to take on more work.

Tyrekia is always quick to offer an ideas has to how processed can be done better. She has been quick study on the City's Enterprise System, which allowed her to fill in for the buyer in processing purchased when needed. She was invaluable when Procurement started registering vendor for tax and accounts payable purposes. She is very knowledgeable in the Microsoft Suite and always willing to help others when her co-workers need assistance. Tyrekia is not only a go-to person in the Procurement Division, she is also a go-to person for 72nd Avenue assisting City staff from all departments.

She is great for employee morale as she is one of first employees to recognize birthdays, anniversaries and other major events. She is always willing to step forward to get a cake for a birthday or help organize the 72nd Avenue barbecue before Memorial Day Weekend . She does these things while still doing her job at an exceptional level. She not only epitomizes professionalism, she has fostered the spirit of unity and family through her devotion to celebrating the achievement of others.

Tyrekia handles the Public extremely well. She is extremely responsive to their requests and her performance reflects well on the Procurement Division of Finance and the City.



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D:ARA:
I support the nomination of Tyrekia.
Nick Bomb

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In Your Own Words (Attach sheet if additional space is needed):

Tyrekia has been a dedicated and essential employee who persevered through three years of temp employment. It's hard to imagine our division without her consistent work ethic. Not only does she epitomize professionalism she has fostered the spirit of unity and family through her devotion to celebrate the achievements of others.

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

Print Name: _____ Date: _____

Signature: _____