



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 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 kingersoll@coralgables.com or send it via inter-office, confidential envelope to Kenneth Ingersoll, 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 kingersoll@coralgables.com.

I am nominating Michelle Mendizabal of the Human Resources 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.

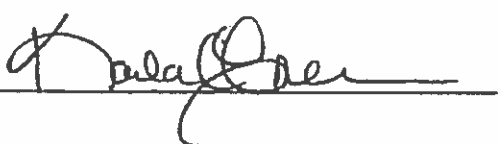
Values: Responsiveness, Integrity, Dedication, Competency, Loyalty, Innovation, and Accessibility.

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

See Attached

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

Print Name: Karla Green Date: 5/18/18

Signature: 

Michelle Mendizabal serves as the Compensation and Benefits Specialist for the Human Resources Department. Her job is a critical role with a vast responsibility of assisting the Compensation Manager to ensure the accuracy and timeliness of the payment of compensation and benefits.

For the past year, the Human Resources has been short a position that was also responsible for caring for many of the daily compensation and benefits tasks. Michelle has not only performed her own duties admirably and professionally, but she also selflessly assumed the responsibility for ALL of the other tasks that would normally be cared for by the other position.

Michelle has gone above and beyond by staying late many nights to help ensure that mission critical tasks are completed on time and accurately. She played a key role in the completion and implementation of the Compensation Study as well as the implementation of the Police, Fire and Teamsters contracts by working diligently on the calculations necessary for each successful launch of each contract.

In addition, Michelle is also responsible for the orientations for new employees. Her attention to detail helps all new employees to have a positive first impression of their new work environment.

Michelle has become an integral part of the Human Resources team, and is often the go to person for the knowledge and information that our employees rely upon.

We are honored to nominate Michelle Mendizabal for the Employee of the Month.