



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 MIGUEL R. FRESCO - ID # 10706 - Part Time of the POLICE 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 nominate Part Time/Police Trainer Miguel R. Fresco for "Part Time" Employee of the Month. Mr. Fresco has been employed by the the City for 1 1/2 years. In this short period of time, he has fully integrated into CGPD's Training Section. Not only does he assist the Sworn members of the Unit in the practical training portion, but Mr. Fresco also assist the administrative side of the Training Section's function. For example, during March, CGPD conducts firearms training for 200 Sworn personnel. On the clerical side, there are 7 forms per officer to process. Mr. Fresco ensures all

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

Print Name: Lily Calvo-Florentino (7059) Date: 3/28/17

Signature: *L. Calvo Florentino*

PART TIME EOG

Part Time Employee of the Month Nomination for Miguel R. Fresco – Continued

forms are properly completed. He also cares for forwarding to the corresponding officer(s) any documentation which requires revisions.

Mr. Fresco's addition to the Training Section has certainly made an impact in the tasks we are responsible for completing. Without his assistance, the Training Section would not be able to meet its responsibilities in such a timely manner. Moreover, he consistently conducts himself with a positive attitude.

In conclusion, Mr. Fresco exemplifies the *responsiveness, integrity, dedication, competency, loyalty, innovation & accessibility* required to be named **Part Time Employee of the Month**.

Thank you.