

PART-TIME EMPLOYEE OF THE QUARTER



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 recipient of the Part-Time Quarterly Award receives \$300 cash along with a plaque presented during a City Commission meeting or in their respective department.

Eligibility

All City of Coral Gables regular (year-round) part-time employees are eligible to be nominated for the Part-Time Employee Quarterly Recognition Award with the exception of the following:

- Temporary or seasonal employees
- Part-Time Employees who have previously been selected to receive the Part-Time Employee Quarterly Recognition Award within the last two (2) years.

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 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, 5th Floor • Coral Gables, FL 33134. This form can also be emailed to jrodriguez4@coralgables.com

I am nominating _____ of the _____ 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):

Print Name: _____

Date: _____