



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. The Employee of the month has the option to be recognized at the Commission Meeting corresponding to the month they were selected or be recognized in their respective department. 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. In addition, employees selected as employee of the month in the last five (5) years are ineligible.

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, 5 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: _____

Norman Clark Employee of the Month Nomination

I would like to nominate Norman Clark for the employee of the Month. Norman currently serves the City as the Recruitment Coordinator for Public Safety. His main duties include the recruitment, selection and promotional process for the Police and Fire Department personnel. Norman assumed this role in January of 2024 and has served in this role exemplary.

Norman is diligent, innovative, and a true professional. His hard work and meticulous attention to his role has resulted in the hires of 94 public safety personnel during his tenure in this position.

- 41 Police Officers
- 34 Firefighters
- 9 Emergency Dispatchers
- 10 other Public Safety positions

This significant increase in hiring of public safety personnel has lowered the vacancies in these critical public safety position and has enhanced the City's ability to serve our residents. Norman has made innovative changes to enhance our hiring process which have positively impacted the City's ability to efficiently process the hiring of these employees.

For his hard work, innovative mindset, and for the positive impact which he has made I believe Norman is deserving of the Employee of the Month Award.