



# 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](mailto: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](mailto:kingersoll@coralgables.com).

I am nominating Frank Albritton of the Community Recreation 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 sheet

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

Print Name: Fred Couceyro Date: 8/1/2017

Signature: 

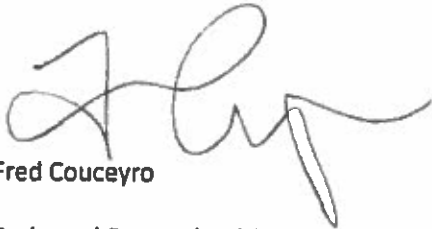
To Human Resources Department:

It is my pleasure to nominate Frank Albritton, Maintenance Worker II as employee of the month. Frank is deserving candidate worthy of this honor. A year ago, the Parks division re-organized in order to look at ways to improve our service delivery and better of the quality of life to our residents. As part of this re-organization, Frank Albritton was given a new responsibility to work on his own and work on small maintenance issues and repairs. In the past year, Frank has blossomed in this position and taken on far greater duties than what was expected of him. Frank took on the role of overseeing and training the park rangers, and has been the point person for other projects such as dog waste station installation and pressure cleaning maintenance.

His Supervisor Kenny Larkin also adds:

It gives me great pleasure to tell you why I would love for Frank Albritton to be employee of the month. Let's start with his passion and dedication to the parks: HE CARES. He has become my M.V.P from pressure cleaning all of the parks, changing swing chains, basketball nets and most important making sure the parks playground equipment is clean and safe. He also trains and stays on top of rangers. He also has been instrumental in the timely installation of the new benches and trash cans. Frank also makes us look like superstars with the quick installation of doggy waste stations throughout the city. Frank is a valuable employee that allows the parks crew and myself to do a more complete and detailed job in a more efficient manner.

Thank you for your consideration of Frank as the employee of the month,

A handwritten signature in black ink, appearing to read 'Fred Couceyro', written in a cursive style.

Fred Couceyro

Parks and Recreation Director