



# 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: To honor our history by providing exceptional services that enhance the quality of life for our community. If selected, the recipient of the Part-Time Quarterly Award receives \$200 cash along with a plaque presented during the second quarter City Commission meeting. A photo of the employee is also displayed in City Hall for the duration of the quarter, as well throughout City departments.

**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 Employee who have previously been selected to receive the Part-Time Employee Quarterly Recognition Award within the occurring fiscal 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 Yusbel Gonzalez of the Procurement Division of the Finance Department to be the recipient of Part-Time Quarterly Award, 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):**

Yusbel is an extraordinarily dedicated and knowledgeable Procurement professional. His attention to detail, innovation, and positive inclusive outlook are recognized by not only the Procurement Division, but by Directors and Managers across the City. He consistently seeks out ways resolve issues, is always dependable, supportive and responsive. Yusbel's depth and breadth of Procurement processes are matched by his integrity and impeccable standard of ethics. He constantly gives 120% to his work and facilitates high profile projects professionally and flawlessly. Yusbel goes above and beyond with ease when interacting at all levels in the City, and will never hesitate to share his expertise or offer assistance.

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

Print Name: Pamela J. Leja-Katsaris Date: 6/20/17

Signature: \_\_\_\_\_