



# 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 WILMA YHUIT of the DEVELOPMENT SERVICES 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):

PLEASE SEE ATTACHED

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

Print Name: ARMANDO GUERRA Date: 2/20/19

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

March 20, 2019

Mr. Kenneth Ingersoll

Compensation Manager

City of Coral Gables

Dear Mr. Ingersoll:

As per the included form, I would like to nominate Coral Gables Development Services Department Cashier Wilma Yhuit for employee of the month.

I have lived in the City since 1996 and in my regular dealings with City employees have found them to be typically cordial and service-oriented. However, Ms. Yhuit has taken the meaning of service and client assistance to a higher level.

I recently purchased a home in Snapper Creek and needed the City's microfilm records relating to my property. Towards this end we (my niece Samantha and me) contacted the City, and Ms. Yhuit was the person tasked with helping us achieve our goal.

Since our first contact she demonstrated a responsiveness and accessibility that went beyond what would be normally expected. Ms. Yhuit assisted us enormously by volunteering to provide all the information in the most efficient and less disruptive manner for all.

She was able to accomplish that the pdf files requested were provided without our physically having to go and retrieve them. This was done by her separating the data into 4-5 emails that would accommodate the large files and allow them to be electronically delivered to my server.

This showed great competency, dedication and persistence on her part as it took her a few emails to get them all properly delivered. This also saved us all a lot of time and avoided having making trips to City hall.

Since neither Samantha nor I had any dealings with Ms. Yhuit prior to this, we have to assume that she strives her best to comply with all of the citizens' requests she addresses in her normal scope of activities. Please consider her for the recognition she deserves as she should serve as an example to others to perform similarly.

Best regards



Armando Guerra

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