

**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 quarter in which they were selected or be recognized in their respective department. A photo of the employee(s) is also displayed in City Hall for the duration of that quarter, as well throughout City departments. In addition, the Rotary Club of Coral Gables honors the chosen employee with a plaque. Additionally, Employees of the Month become eligible for Employee of the Year.

<b>Eligibility</b>	<i>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.</i>
<b>Procedures</b>	<i>Nominations may be submitted by any Coral Gables Director, employee or residents.</i>
<b>Directors/Employee</b>	<i>Should complete the form and forward electronically to <a href="mailto:mmilian@coralgables.com">mmilian@coralgables.com</a>.</i>
<b>Residents</b>	<i>Should complete the form and forward electronically to <a href="mailto:mmilian@coralgables.com">mmilian@coralgables.com</a>.</i>

I am nominating \_\_\_\_\_ of the \_\_\_\_\_ Department to be Employee of the Month, because she/he displays the following criteria:

- Performing extra duties beyond those normally assigned.
- Performing other roles when the department is short-staffed.
- Volunteering for and working on special projects.
- Volunteering to serve on a committee and contributing to its success.
- Developing new work methods that reduce waste or stretch resources.
- Making creative suggestions that save the department time/money.
- Providing services to residents and/or others that are beyond assigned responsibilities.
- Employees who perform normally assigned responsibilities at an exceptional level (must be identified by a Supervisor.)

