

**PART-TIME BI-ANNUAL EMPLOYEE RECOGNITION**



**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 recipient of the Part-Time Bi-annual Employee Recognition Award receives \$300 cash along with a plaque presented during a City Commission meeting or in their respective department.

***Eligibility***

All City of Coral Gables regular (year-round) part-time employees are eligible to be nominated for the Part-Time Bi-Annual Employee Recognition Award with the exception of the following:

- Temporary or seasonal employees
- Part-Time Employees who have previously been selected to receive the Part-Time Employee Quarterly/Bi-Annual Recognition Award within the last two (2) years.

***Procedures***

Nominations may be submitted by any Coral Gables Director, employee or residents.

***Directors/Employee***

Should complete the form and forward electronically to [mmilian@coralgables.com](mailto:mmilian@coralgables.com).

***Residents***

Should complete the form and forward electronically to [mmilian@coralgables.com](mailto:mmilian@coralgables.com).

I am nominating \_\_\_\_\_ of the \_\_\_\_\_ Department to be recognized as the Part-Time Bi-annual Employee, 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.)

**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):

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Print Name: \_\_\_\_\_

Date: \_\_\_\_\_