



MANATEE COUNTY GOVERNMENT
"EMPLOYEE RECOGNITION PROGRAM"
NOMINATION FORM

(PLEASE PRINT)

DATE: March 2, 2017

EMPLOYEE OF THE MONTH NOMINATION

NAME: Andrew J Lavallee
DEPARTMENT: Utilities DIVISION: Solid Waste
JOB TITLE: Solid Waste Enforcement Officer DATE OF HIRE: 09/12/83
NOMINATED BY: Barbara Grunas PHONE#: 941-792-8811 ext 8036

SUBMITTED TO ERPC ELIGIBLE FOR CONSIDERATION FROM TO
Reviewed by Human Resources Date:

TEAM NOMINATION

NAME: DEPARTMENT:
NAME: DEPARTMENT:
NAME: DEPARTMENT:
NAME: DEPARTMENT:
NOMINATED BY: PHONE#:

Reviewed by Human Resources Date:

SAFETY NOMINATION

NAME:
DEPARTMENT: DIVISION:
JOB TITLE: DATE OF HIRE:
NOMINATED BY: PHONE#:

Reviewed by Human Resources Date:

HEROISM NOMINATION

NAME:
DEPARTMENT: DIVISION:
JOB TITLE: DATE OF HIRE:
NOMINATED BY: PHONE#:

Reviewed by Human Resources Date:

Nominated Employee(s): Andrew J Lavallee
Type of Nomination: Employee Of The Month



EMPLOYEE OF THE MONTH NOMINATION

1. BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:
Andy's job duties include acting as a liaison between county residents and the franchised waste haulers, overseeing the everyday collections of solid waste, participating in community cleanup events and educational outreach events.

2. DESCRIBE THE CHARACTERISTICS AND JOB COMMITMENT/PERFORMANCE THAT MAKES THIS NOMINEE EXCEL ABOVE AND BEYOND OTHER COUNTY EMPLOYEES.
Andy is dedicated to Manatee County and of his thirty four years of service he has twelve years experience in the Solid Waste Division. He takes great pride in providing excellent customer service and has the ability to work with a diverse range of customers. Andy is innovative and excels at promoting new ideas that benefit both the County and franchised waste haulers. His creative thinking has rendered positive outcomes to many situations. Andy is enthusiastic and is a joy to have as a representative at outreach events.

3. SUBSTANTIATE WHY THOSE CHARACTERISTICS JUSTIFY THIS EMPLOYEE TO BE RECOGNIZED AS A MANATEE COUNTY "EMPLOYEE OF THE MONTH". (BE AS SPECIFIC AS POSSIBLE.)
Andy introduced recycling to the Cortez Seafood Festival in February 2017. All waste from the event was previously disposed of as garbage and resulted in eight to ten tons of garbage entering our waste stream. His innovative idea and enthusiasm led to a solid waste booth sponsored by Waste Pro to be able to educate the public regarding their solid waste needs. A recycle truck was operational during the festival and collected nearly two tons of recyclable materials during the event. Andy always pursues methods to divert materials from the County owned landfill to promote it's longevity.

4. HOW DOES THIS EMPLOYEE BEST EXEMPLIFY THE COUNTY'S MISSION STATEMENT: Manatee County Government is committed to providing quality service with an emphasis on Accountability, Civility and Ethics. Manatee County Government's mission is to provide efficient, effective, responsive government that is always mindful of our sensitive natural environment while achieving the Commission's vision for the County: a premier place in which to live and work and play.
Andy is accountable for his actions and responds to customers needs in a timely manner. He can be relied upon to follow through with his commitments to completion. Andy's calming demeanor has diffused difficult customer situations with a positive outcome. He demonstrates outstanding customer service skills and has received multiple compliments from coworkers, customers and the franchised waste haulers. Andy cares deeply for his community and his caring reflects in his work ethics.



SAFETY NOMINATION

Achievements considered may include, but are not limited to, the following suggestions. Check the category(ies) that best describe the safety accomplishments of the nominee.

Safety meeting contribution

Response in an emergency

Coaching co-workers on safe work practices

Demonstration safety consciousness & initiative

Consistent maintenance of safe work environment

Identifying, reporting and helping to correct a hazard

1. Explain how employee(s) achieved, maintained or improved safe work environment. (BE AS SPECIFIC AS POSSIBLE. Use an additional sheet as necessary.)

Nominated Employee(s): _____

Type of Nomination: _____

TEAM NOMINATION

Check the selected criteria that best describes the team's performance.

- | | | | | | |
|-------------------------------------|--------------------|-------------------------------------|----------------|--------------------------|-------------|
| <input type="checkbox"/> | Project | <input type="checkbox"/> | Committee Work | <input type="checkbox"/> | Emergency |
| <input checked="" type="checkbox"/> | Special Assignment | <input checked="" type="checkbox"/> | Cost Savings | <input type="checkbox"/> | Promotional |
| <input type="checkbox"/> | Community Work | <input type="checkbox"/> | Other | | |

1. Summarize the work efforts that justify this nomination.

2. How did the team of employees contribute to improving the quality of services to the County and its citizens? Explain how this effort was beyond the normal realm of duties and responsibilities of these individuals.

HEROISM NOMINATION Describe heroic act below or attach additional pages.

Nominated Employee(s): _____
Type of Nomination: _____

ADDITIONAL COMMENTS:

NOTE: ADDITIONAL DOCUMENTATION AND/OR COMMENDATIONS MAY BE ATTACHED (UP TO 10 PAGES).

EMPLOYEE'S SUPERVISOR <i>Barbara Grunas</i> Approved/Disapproved <i>Barbara Grunas</i>	Date: <i>3/2/17</i>
Supervisor's Comments:	
DEPARTMENT DIRECTOR Approved/Disapproved <i>C. M. [Signature]</i>	Date: <i>3/03/17</i>
Department Director's Comments:	
Reviewed by Risk Management (Safety Award):	Date:

DEPARTMENT DIRECTOR - NOTE:

Please notify Tamie Langman, Human Resources Department of any change in status regarding the nominated employee.

**PLEASE SUBMIT YOUR NOMINATION TO THE HUMAN RESOURCES DEPT.
ATTN: Tamie Langman, ERC Coordinator.**