



MANATEE COUNTY GOVERNMENT
"EMPLOYEE RECOGNITION PROGRAM"
NOMINATION FORM

HUMAN RESOURCES
NOV 20 2017

(PLEASE PRINT)

DATE: 11/07/2017

EMPLOYEE OF THE MONTH NOMINATION

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

Expiration (If applicable):
Reviewed by Human Resources Date:

TEAM NOMINATION

NAME: Juan Barrera DEPARTMENT: CVB/Convention Center
NAME: Tonya Kida DEPARTMENT: CVB/Convention Center
NAME: Larry Hilton DEPARTMENT: CVB/Convention Center
NAME: DEPARTMENT:
NOMINATED BY: Sable Santana PHONE#: x3962

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): Barrera, Kida, Hilton

Type of Nomination: TEAM

EMPLOYEE OF THE MONTH NOMINATION

1. **BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:**

2. **DESCRIBE IN DETAIL (INCLUDE EXAMPLES) OF EXEMPLARY CUSTOMER SERVICE GIVEN BY THIS NOMINEE.**

3. **GIVE EXAMPLES OF EXCEPTIONAL ACHIEVEMENTS. HOW DID THE EMPLOYEE'S ACCOMPLISHMENTS EXCEED THE NORMAL STANDARDS/EXPECTATIONS FOR THE JOB? HOW DID THE EMPLOYEE'S ACCOMPLISHMENTS RESULT IN A SPECIAL ACHIEVEMENT OF SIGNIFICANT IMPORTANCE TO THE COUNTY?**

4. **ACCOUNTABILITY, CIVILITY, AND ETHICS: GIVE SPECIFIC EXAMPLES OF HOW THE EMPLOYEE DEMONSTRATES EXCEPTIONAL LEADERSHIP SKILLS; SERVES AS A ROLE MODEL FOR OTHERS, DISPLAYING DESIRABLE QUALITIES/TRAITS SUCH AS VISION, INTEGRITY, HONESTY, DEDICATION, HIGH LEVEL OF WORK ETHICS, FAIRNESS, ASSERTIVENESS, AND HARD WORKING.**

ADDITIONAL EXAMPLES/JUSTIFICATION: SPECIFIC ACCOMPLISHMENTS, COMPLETED PROJECTS, ETC. (EXAMPLE: PROFESSIONAL DEVELOPMENT, VOLUNTEERISM, ETC.)

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.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Safety meeting contribution |
| <input type="checkbox"/> | Response in an emergency |
| <input type="checkbox"/> | Coaching co-workers on safe work practices |

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Demonstration safety consciousness & initiative |
| <input type="checkbox"/> | Consistent maintenance of safe work environment |
| <input type="checkbox"/> | Identifying, reporting and helping to correct a hazard |

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

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

TEAM NOMINATION

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

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

1. Summarize the work efforts that justify this nomination.

From the moment that the EOC activated during Hurricane Irma, Juan Barrera, Tonya Kida, and Larry Hilton were stationed at the EOC to cook and serve every meal each day clear thru lock-down the entire weekend for all the county employees, as well as police, fire, county commissioners, and National Guardsmen. During one of the meals, they ran out of hamburgers/hotdogs, so without missing a beat, they immediately went into action making over 100 grilled ham & cheese sandwiches not stopping until every one was fed. The next night after the Team had already cleaned the kitchen and were ready to hang up their aprons after a long day, a few exhausted National Guardsmen came in to find there was no hot food available, the Team insisted on feeding them and turned back on the grill and prepared them food and didn't leave the kitchen until it was clean and ready for the next morning's meal.

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.

Without proper nutrition, the county officials couldn't have carried out their duties throughout the long weekend. Feeding tired, hungry staff and first responders daily was a necessity and it was carried off flawlessly with smiles by a Team of three, 2 of whom had absolutely no prior experience working in a commercial kitchen.

Most thanked the Team at each meal stating how wonderful it was to have hot delicious food available, especially the National Guardsmen who thought they'd be eating MRE's daily.

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 Approved/Disapproved	<i>Sally Santana</i>	Date:	<i>11/7/17</i>
Supervisor's Comments:	<i>A well deserved team!</i>		
DEPARTMENT DIRECTOR Approved/Disapproved	<i>[Signature]</i>	Date:	<i>11.15.17</i>
Department Director's Comments:	<i>These three take pride in serving our Internal + External customers with top-notch hospitality every day they come to work.</i>		
Reviewed by Risk Management (Safety Award):	_____ <i>In short, they are the real deal!!</i>		
		Date:	<i>-</i>

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.**