



MANATEE COUNTY GOVERNMENT
"EMPLOYEE RECOGNITION PROGRAM"
NOMINATION FORM

(PLEASE PRINT)

DATE: 03/09/2017

[X] EMPLOYEE OF THE MONTH NOMINATION

NAME: Levi Higgs
DEPARTMENT: Bradenton Area Convention Center
JOB TITLE: Operations Manager
NOMINATED BY: Michelle' Stewart
DIVISION: M006945
DATE OF HIRE: 01/26/15
PHONE#: 941-729-9177 x 253

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): _____

Type of Nomination: _____



EMPLOYEE OF THE MONTH NOMINATION

1. BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:

2. DESCRIBE THE CHARACTERISTICS AND JOB COMMITMENT/PERFORMANCE THAT MAKES THIS NOMINEE EXCEL ABOVE AND BEYOND OTHER COUNTY EMPLOYEES.
When anyone tells you there is no way to repair or fix a piece of equipment, they obviously have not talked to Levi Higgs. He may be a man of few words, but he is very bright and always seems to be delighted by a challenge. He did that very thing when our Convention Center sign was hit by lightning. We thought we had exhausted all of our expert resources and would have to purchase a new sign. Levi was determined not to give up so easily on that sign! He decided to do some of his own diagnostics to see if he could determine what it would take to fix the problem. He did some research and found the parts needed and then literally went up in the bucket truck and repaired it himself. While demonstrating safety consciousness of course!
This of course saved the BACC thousands of dollars.
3. SUBSTANTIATE WHY THOSE CHARACTERISTICS JUSTIFY THIS EMPLOYEE TO BE RECOGNIZED AS A MANATEE COUNTY "EMPLOYEE OF THE MONTH". (BE AS SPECIFIC AS POSSIBLE.)
Levi could have just taken the word of the sign company(s) that looked at it for granted and a new sign could have been put in place. He was very worried about spending money for a new sign and was determined to make it work!
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.**
Levi's position as Operations Manager is a commitment to always provide quality service(s) to our clients but he also exemplifies the County's mission statement to his staff as well. He is the kind of guy who practices what he preaches when it comes to the environment, which seems to come naturally to him both in his personal and work life.



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 type="checkbox"/> | Special Assignment | <input 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 Approved/Disapproved <i>Sable Sautera</i>	Date: <i>4/4/17</i>
Supervisor's Comments: <i>Levi is a great employee & would make an excellent employee of the month</i>	
DEPARTMENT DIRECTOR Approved/Disapproved <i>Talvin</i>	Date: <i>3-31-17</i>
Department Director's Comments: <i>Levi would make a great example of a County employee of the month.</i>	
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.**

Michelle Stewart

From: Sean Walter
Sent: Thursday, March 23, 2017 3:09 PM
To: Michelle Stewart
Subject: RE: Nomination of Levi Higgs for Employee of the Month

Michelle, Please see below.

Since Levi has been with the County and in our department, he has always been willing to help in any way. I always know I can count on him when I am having a computer or maintenance issue within the building or our office. He always jumps right in with a smile and offers his expertise any way he can.

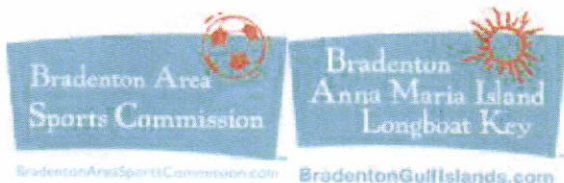
We are very lucky to have such a s friendly dedicated employee in our department. He is a joy to work with!!

Thanks,

Sean Walter

Senior Manager

Bradenton Area Sports Commission
 Bradenton Area Convention & Visitors Bureau
 1 Haben Blvd. Palmetto, Florida 34221
 Direct – (941) 742-4051
 Office - (941) 729-9177 x.3951



From: Michelle Stewart
Sent: Monday, March 20, 2017 2:04 PM
To: Elliott Falcione; Sable Santana
Cc: Anne VanWormer; Aimee Blenker; Eva Galler; Melinda McGann; Bonnie Acovenno; Rachel Blair; Nathaly Marin; Emily Knight; Sean Walter; Ebony Livingston; Kelly Clark; Larry Hilton; Juan Barrera; Tonya Kida; Joanne Giovinco; Monica Luff; Scott Meabon; Maribeth Liberty
Subject: Nomination of Levi Higgs for Employee of the Month

Good Afternoon All,

I have initiated the paperwork for Levi as Employee of the Month. It is based on his efforts to fix the Marquee when everyone else gave up. This was also a big cost savings to our department as well. If you would like to take some time to write up a few words to help get him nominated, it would be greatly appreciated. You can provide an email or handwritten note to me to include with my submission. Please send this to me no later than 03/31/17.

Thanks!