MANATEE COUNTY GOVERNMENT
"EMPLOYEE RECOGNITION PROGRAM"
NOMINATION FORM

DATE: 07/19/2019

☐ 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: ____________________________________________

NAME: ____________________________________________

NAME: ____________________________________________

NAME: ____________________________________________

NAME: ____________________________________________

DEPARTMENT: ________________________

DEPARTMENT: ________________________

DEPARTMENT: ________________________

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: Hjalmar Pachas

DEPARTMENT: Property Management

DIVISION: Sustainable Energy Div

JOB TITLE: Facilities & Building Tec. Coordenator

DATE OF HIRE: ____________

NOMINATED BY: Paula Pesmark

PHONE#: 941-745-4501

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 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.

☐ Safety meeting contribution ☐ Demonstration safety consciousness & initiative
☐ Response in an emergency ☐ Consistent maintenance of safe work environment
☐ Coaching co-workers on safe work practices ☐ 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.

- Project
- Special Assignment
- Community Work
- Committee Work
- Cost Savings
- Emergency
- Promotional
- 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.

On Wednesday 7/17-2019, I came into the Administration Building around 7:30 am, entered the at the Handicap Door, came around the corner to the center elevators and noticed a County Employee Hjalmar Pachas was bending over a gal that had fallen to the floor. I went to see if they needed any help and noticed she was, unconscious, a horrible gurgling sound coming from her and she was shaking. Hjalmar had moved her to her side, his hand under her head for support and stayed there talking with her to keep her alert. 911 was called and it seemed like hours for them to get there. Another employee from Property Management was also a witness to this accident, and he help open doors for when the paramedics arrived as they parked on Manatee Ave and the building was not open to the public.

Hjalmar stayed there the entire time, and did not leave until the Paramedics worked on her to stabilize her, and got her onto the gurney. What an outstanding job Hjalmar did, so calm and very patient. I can’t say that about myself... Then once she was transported Hjalmar called his Manager Diana Robinson to let her know that he was going to be late as he was helping with an accident in the lobby.

No one ever expected your day to start out the way it did on Wednesday, but I believe that Yvonne had a real Guardian Angel with her that morning, so this is why I’m nominating Hjalmar for this award, and I hope that the committee feels the same about this as this sure is not something we plan on doing, but it is good to know that we do have people that help during this time of need.
Nominated Employee(s): Hjalmar Pachas  
Type of Nomination: Heroism  

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

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<tr>
<th>EMPLOYEE’S SUPERVISOR</th>
<th>Date:</th>
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<tr>
<td>Diana Robinson</td>
<td>7/22/19</td>
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<th>Supervisor’s Comments:</th>
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<tr>
<td>Hjalmar is a true hero!</td>
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<th>DEPARTMENT DIRECTOR</th>
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Reviewed by Risk Management (Safety Award):  

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*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.