Raving Fans

"Creating Raving Fans by Delivering World Class Service"

EMPLOYEE OF THE MONTH
Nomination Form

Employee Nominated: Sylvia Molinar   **Department:** Public Works/UCS

Reason for Nomination: Employee of the Month

Brief description of job duties:

Customer Service phone and in person. Substitute Mail Clerk and fill in Meter Reader.

Has nominee been a city employee for at least 12 months? xx☐ Yes   ☐ No

Why are you nominating this employee? (If available, please attach supporting documents such as: letter of commendation, newspaper clippings, certificates, etc.)

Sylvia has been an employee with Utility Customer Service for 10+ years. During this time she has shown an eagerness to do her job quickly and efficiently so that customers are not inconvenienced with a long wait time. She has a good capacity for handling stressful, high pressure situations as well as difficult workloads without the need for additional assistance or overtime. She displays energy and vitality and the ability to perform a wide range of assignments. She has been trained to fill in when the Mail Clerk is out and recently has accepted the role as fill in Meter Reader since the unexpected death of Al Jimmerson. By helping the field, she has helped keep them on schedule or ahead of schedule. Sylvia has a positive attitude and makes those around her feel good. She recognizes the needs of others both in the office and out of the office and is there to lend a hand. This helps in creating a harmony in our team environment.

Nominated by _____ Supported by: _____
                                    (Dept. Director sign. required)   (Deputy City Manager sign required)

FOR RECOGNITION COMMITTEE USE ONLY											
Months in Pool: Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

○ Selected EOM for the month of _____ ,2012 /2013
○ Not selected for EOM during 3-month period
○ Copy of Nomination sent to Employee
○ Copy of Nomination placed in Employee File