

# Employee of the Quarter Nomination Form

*Please complete each of the fields below and explain in detail the reason for the employee nomination*

**Nominee Name:** Maria Perez

field service ☐

**Nominee Department:** Building Maintenance

support staff ☒

The following questionnaire is provided to describe key qualities, traits, and/or characteristics of the nominee.

**Describe the specific event where the nominee exceeded expectations during this Quarter.**

Ms. Maria consistently goes above and beyond in her efforts to assist at City Hall. She is always willing to pitch in, especially after Council Meals, often tackling the cleanup when it's a significant task. On one particular evening following a Council meeting, Maria took it upon herself to not only clean up all the food and tables, but also to wash and carefully wrap the wooden boards and utensils delivered by the restaurant, ensuring they were ready for return. Her dedication and attention to detail truly set her apart.

**Describe how the final outcome of the specific event impacted the department/organization.**

Maria's help transformed what could have been a long, exhausting night or a difficult morning into a much quicker and smoother experience.

**What are some key leadership qualities that the nominee demonstrates?**


Maria always takes the initiative to help wherever needed. She never hesitates to assist in cleaning after Council meals and that is very much appreciated.

**Why do YOU believe the nominee deserves to be recognized for the Employee of the Quarter?**

Maria works very hard and always has a smile on her face. I believe her great attitude and her hard work deserves recognition.

Submitted by: Kami Loftin

Date: 04/03/2025

Supervisor/Director signature: 

Date: 4/3/2025

**HUMAN RESOURCES USE ONLY**

Performance review requirements met ☐ yes ☐ no  
Written discipline received in last 12 mos. ☐ yes ☐ no

Years of service

Received Employee of the Year ☐ yes ☐ no

# Employee of the Quarter Nomination Form

Please complete each of the fields below and explain in detail the reason for the employee nomination

Nominee Name: Maria Perez

field service ☒

support staff ☐

Nominee Department: Facility Services

The following questionnaire is provided to describe key qualities, traits, and/or characteristics of the nominee.

**Describe the specific event where the nominee exceeded expectations during this Quarter.**

I had asked for a special cleaning in my office that included dusting due to my horrible allergies. An exceptional job was done that very day after I left for the evening. I came in the next day to a dust free office. My desk was spotless, my floors vacuumed and even my window seal was cleaned as well. The definition of "OVER AND BEYOND" for sure.

**Describe how the final outcome of the specific event impacted the department/organization.**

My allergies got better, which meant I could stay and work without sneezing my head off. That meant I was able to complete MY job without having to go to the doctor again.

**What are some key leadership qualities that the nominee demonstrates?**

Maria is friendly and speaks to respectfully to all.

Maria is always being willing to help others.

Maria shows dedication and excellent work ethic.

**Why do YOU believe the nominee deserves to be recognized for the Employee of the Quarter ?**

I think Maria has an important role. I believe her exceptional dedication to maintaining a clean and safe environment is worthy of recognition. She consistently goes above and beyond her duties with a positive attitude and exhibits excellent work ethic.

Submitted by: Sonia Perez Date: 3/3/2025 Supervisor/Director signature \_\_\_\_\_

## HUMAN RESOURCES USE ONLY

Performance review requirements met      yes      no      Years of service \_\_\_\_\_

Written discipline received in last 12 mos.      yes      no      Received Employee of the Year      yes      no

# Employee of the Quarter Nomination Form

*Please complete each of the fields below and explain in detail the reason for the employee nomination*

**Nominee Name:** Maria Perez

field service

☒

**Nominee Department:** P&R Maintenance

support staff

☐

The following questionnaire is provided to describe key qualities, traits, and/or characteristics of the nominee.

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**Describe the specific event where the nominee exceeded expectations during this Quarter.**

Maria goes above and beyond keeping the offices at city hall clean. If she sees we forgot to rinse our coffee cups on our desks she will wash them. She even washes the utensils after the evening meeting when they have dinner brought in.

**Describe how the final outcome of the specific event impacted the department/organization.**

its nice to walk in to the building and see its been cleaned really well.

**What are some key leadership qualities that the nominee demonstrates?**

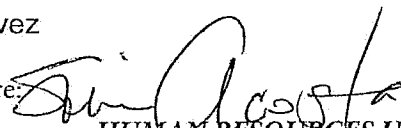
**Why do YOU believe the nominee deserves to be recognized for the Employee of the Quarter ?**

Maria goes above and beyond to keep everything clean.

Submitted by: Monica Chavez

Date: 4/4/2025

Supervisor/Director signature:



Date:

**HUMAN RESOURCES USE ONLY**

Performance review requirements met ☐ yes ☐ no

Years of service

Written discipline received in last 12 mos. ☐ yes ☐ no

Received Employee of the Year ☐ yes ☐ no

# Employee of the Quarter Nomination Form

*Please complete each of the fields below and explain in detail the reason for the employee nomination*

**Nominee Name:** Maria Perez

field service

☐

**Nominee Department:** Parks & Rec

support staff

☒

The following questionnaire is provided to describe key qualities, traits, and/or characteristics of the nominee.

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**Describe the specific event where the nominee exceeded expectations during this Quarter.**

n/a

**Describe how the final outcome of the specific event impacted the department/organization.**

n/a

**What are some key leadership qualities that the nominee demonstrates?**

Does not wait to be asked/told to do something. If she sees something that requires attention she is on it!  
Very hard working.

**Why do YOU believe the nominee deserves to be recognized for the Employee of the Quarter ?**

Always greets you with a smile.  
Positive attitude.

Submitted by: Katherine Rodriguez

Date: 4/3/2025

Supervisor/Director signature:

Date:

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## HUMAN RESOURCES USE ONLY

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Performance review requirements met ☐yes ☐no  
Written discipline received in last 12 mos. ☐yes ☐no

Years of service  
Received Employee of the Year ☐yes ☐no