

APPROVED in Open Session

Manatee County Board of County
Commissioners

Manatee County Government Administrative Center
Commission Chambers, First Floor
9:00 a.m. - February 7, 2017

2/7/17

February 7, 2017 - Regular Meeting
Agenda Item #4

Subject

Employee of the Month - Hugo Chirichigno

Briefings

None

Contact and/or Presenter Information

Contact: Tamie Langman, Human Resources, Ext. 3861

Presenter: Charlie Bishop, Property Management Director

Action Requested

Presentation of the February Employee of the Month awarded to Hugo Chirichigno, Parks Maintenance Technician, Property Management.

Enabling/Regulating Authority

Manatee County Code § 2-2-3 - Awards and Incentives to Employees

Resolution R-09-020 - Performance Compensation Programs

Background Discussion

This award is presented monthly.

A designated parking space will be available to the "Employee of the Month."

This employee will receive a \$100.00 cash award in addition to one paid day off.

County Attorney Review

Not Reviewed (No apparent legal issues)

Explanation of Other

Reviewing Attorney

N/A

Instructions to Board Records

None

Cost and Funds Source Account Number and Name

\$125.00 0010003700-549001-Awards, Ad Valorem Tax

Amount and Frequency of Recurring Costs

None

Attachment: [Chirichigno EOM01182017103105.pdf](#)

Attachment: [chirichigno.pdf](#)



MANATEE COUNTY GOVERNMENT
"EMPLOYEE RECOGNITION PROGRAM"
NOMINATION FORM

HUMAN RESOURCES
AUG 04 2016

(PLEASE PRINT)

DATE: 7-26-2016

EMPLOYEE OF THE MONTH NOMINATION

NAME: Hugo Chirichigno

DEPARTMENT: Property Management

DIVISION: Grounds

JOB TITLE: Parks Maintenance Technician

DATE OF HIRE: 10/5/2011

NOMINATED BY: Jim Elmore

PHONE#: 941-812-5238

SUBMITTED TO ERPC _____ ELIGIBLE FOR CONSIDERATION FROM _____ TO _____

Reviewed by Human Resources [Signature]

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): Hugo Chirichigno
Type of Nomination: Employee of the month

EMPLOYEE OF THE MONTH NOMINATION

1. BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:
Hugo plays a lead role in the day to day upkeep and maintenance operations of Bennett Park. He plans where, when and whom will do the tasks each day as well as being hands on by spraying, mowing, edging, meeting with the public and communicating effectively with staff and the general public.

2. DESCRIBE THE CHARACTERISTICS AND JOB COMMITMENT/PERFORMANCE THAT MAKES THIS NOMINEE EXCEL ABOVE AND BEYOND OTHER COUNTY EMPLOYEES.
Hugo takes pride in his work and the parks that our staff oversees. He sees a need and decides what work needs to be completed, He considers what would be the best outcome of a task and not just what is easiest. He represents Manatee County very well with his actions, and his speech when dealing with the public. Hugo treats everyone with respect and takes genuine concern for the issues at hand and wants our parks to be the very best that they can be. Hugo is observant and has the ability to foresee potential problems and address these issues before they become problems. Hugo works safely while working alone or while working with a group. Hugo exceeds by always being willing to accept a task with a great attitude no matter what that task may be. He has the willingness and ability to do most anything.

3. SUBSTANTIATE WHY THOSE CHARACTERISTICS JUSTIFY THIS EMPLOYEE TO BE RECOGNIZED AS A MANATEE COUNTY "EMPLOYEE OF THE MONTH". (BE AS SPECIFIC AS POSSIBLE.)
Hugo's can do spirit is what makes our crew so good. His enthusiasm is contagious. The patrons in our parks also recognize and respect him for this. By representing himself in that way, he is showing Manatee County in a very positive light. Many park visitors know Hugo by name because he is outgoing and takes a genuine interest in what they have to say. Making our parks safer and better are his #1 concern.

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.
Hugo exemplifies the Counties Mission statement by continuously setting an example of what an employee should be by being accountable for his work, his actions and his speech. He treats others with the respect deserved. Hugo is an honest moral person. He has found keys, money, clothes and always follows the proper procedures in handling those items and makes an honest effort to see that they are returned to the person that lost them.

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"/> Demonstration safety consciousness & initiative |
| <input type="checkbox"/> Response in an emergency | <input type="checkbox"/> Consistent maintenance of safe work environment |
| <input type="checkbox"/> Coaching co-workers on safe work practices | <input type="checkbox"/> 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.

Project
Special Assignment
Community Work

Committee Work
Cost Savings
Other

Emergency
Promotional

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.


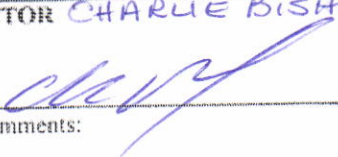
HEROISM NOMINATION Describe heroic act below or attach additional pages.

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 	Date: 7-22-16
Supervisor's Comments: JIM ELMORE	
DEPARTMENT DIRECTOR CHARLIE BISHOP Approved/Disapproved 	Date: 8/2/16
Department Director's Comments:	
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.

