

February 13, 2018 - Regular Meeting
Agenda Item #5

Subject

Employee of the Month - Andy Lavallee

Briefings

None

Contact and/or Presenter Information

Contact: Tamie Langman, Human Resources, Ext. 3861

Presenter: Mike Gore, Utilities Director

Action Requested

Presentation of the February Employee of the Month awarded to Andy Lavallee, Solid Waste Enforcement Officer, Utilities Department.

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: [lavalee.pdf](#)

Attachment: [Lavallee EOM03302017065543.pdf](#)





MANATEE COUNTY GOVERNMENT "EMPLOYEE RECOGNITION PROGRAM" NOMINATION FORM

(PLEASE PRINT)

DATE: March 2, 2017

EMPLOYEE OF THE MONTH NOMINATION

NAME: Andrew J Lavallee
DEPARTMENT: Utilities DIVISION: Solid Waste
JOB TITLE: Solid Waste Enforcement Officer DATE OF HIRE: 09/12/83
NOMINATED BY: Barbara Grunas PHONE#: 941-792-8811 ext 8036

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): Andrew J Lavallee
Type of Nomination: Employee Of The Month



EMPLOYEE OF THE MONTH NOMINATION

1. BRIEFLY DESCRIBE THE JOB DUTIES OF THE NOMINEE:
Andy's job duties include acting as a liaison between county residents and the franchised waste haulers, overseeing the everyday collections of solid waste, participating in community cleanup events and educational outreach events.

2. DESCRIBE THE CHARACTERISTICS AND JOB COMMITMENT/PERFORMANCE THAT MAKES THIS NOMINEE EXCEL ABOVE AND BEYOND OTHER COUNTY EMPLOYEES.
Andy is dedicated to Manatee County and of his thirty four years of service he has twelve years experience in the Solid Waste Division. He takes great pride in providing excellent customer service and has the ability to work with a diverse range of customers. Andy is innovative and excels at promoting new ideas that benefit both the County and franchised waste haulers. His creative thinking has rendered positive outcomes to many situations. Andy is enthusiastic and is a joy to have as a representative at outreach events.

3. SUBSTANTIATE WHY THOSE CHARACTERISTICS JUSTIFY THIS EMPLOYEE TO BE RECOGNIZED AS A MANATEE COUNTY "EMPLOYEE OF THE MONTH". (BE AS SPECIFIC AS POSSIBLE.)
Andy introduced recycling to the Cortez Seafood Festival in February 2017. All waste from the event was previously disposed of as garbage and resulted in eight to ten tons of garbage entering our waste stream. His innovative idea and enthusiasm led to a solid waste booth sponsored by Waste Pro to be able to educate the public regarding their solid waste needs. A recycle truck was operational during the festival and collected nearly two tons of recyclable materials during the event. Andy always pursues methods to divert materials from the County owned landfill to promote it's longevity.

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.
Andy is accountable for his actions and responds to customers needs in a timely manner. He can be relied upon to follow through with his commitments to completion. Andy's calming demeanor has diffused difficult customer situations with a positive outcome. He demonstrates outstanding customer service skills and has received multiple compliments from coworkers, customers and the franchised waste haulers. Andy cares deeply for his community and his caring reflects in his work ethics.



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"/>
<input type="checkbox"/>
<input type="checkbox"/>

- Safety meeting contribution
- Response in an emergency
- Coaching co-workers on safe work practices

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- 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 <i>Barbara Grunas</i> Approved/Disapproved <i>Barbara Grunas</i>	Date: <i>3/2/17</i>
Supervisor's Comments:	
DEPARTMENT DIRECTOR Approved/Disapproved <i>C. M. Langman</i>	Date: <i>3/03/17</i>
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.**