



January 2018

During January 2018 the STAR Award Program was implemented. Four (4) submissions were received. Below is a summary of the submissions.

**Maretta Savage-Purnell, Secretary II in the Planning and Inspection Department, recommends Denise Devine, Assistant City Clerk/Deputy Director of Council Affairs and Constituent Services, and Jody Stein, Assistant to Director of Council Affairs and Constituent Services. Both ladies work in the City Clerk's Office.**

Maretta writes:

Denise goes above and beyond the requirements of her job. Displays a helpful, cooperative and positive attitude towards fellow coworkers and is consistently friendly and available to help others. Ability to train others and is gladly willing to do so. She has a team player attitude.

Anytime I might have a question Jody always has a positive and kind attitude. If she is unable to provide an answer for the question she will guide me in the right direction.

Jody displays a helpful, cooperative and positive attitude towards fellow coworkers and is consistently friendly and available to help others.

**Public Works Director Sharon Duca recommends Kenny Black, Motor Equipment Operator III in the Sanitation division.**

Sharon writes:

On Thursday, January 25th, Kenny Black, in conjunction with two currently unknown individuals, provided critical assistance to a coworker in the City Hall / Library parking lot. As it was evident that medical assistance was required, 911 was called. Kenny helped guide the responding paramedics to the correct location. Kenny's actions exemplify his willingness to help others at all times.

**Planning Director Dave Hugg and Principal Planner Dawn Melson-Williams recommends Eddie Diaz, Planner I in the Planning Department.**

They write:

Our work in the Planning Office is often based on the continual processing of development activity applications and permits; however, there are times that "Special" projects or studies become part of our responsibilities. With this STAR nomination, we would like to highlight the efforts of Eddie Diaz. Several recent grant

opportunities became special projects for Eddie recognizing some of his knowledge in the areas of design and parks & recreation planning. He served as the project lead for a Grant application with AARP to provide signage for the re-opening of the North Street multi-use path to highlight its connection to Downtown Dover. This meant writing the application, design and planning of the signage, and implementation. It involved working with an outside organization as well as City Departments and often having to seek information/processes previously unknown to him. Eddie has shown similar abilities to work independently and cooperatively on the development of the Master Plan for improvements at Schutte Park which has led to grant opportunities and responsibilities for the continued planning and implementation efforts for park improvements (trails, recreation amenities, etc.) at the property. The implementation of these two example projects will have a lasting impression on the quality of life for citizens and visitors to Dover.

Dave concurs by stating the following:

*Eddie demonstrates the professionalism, commitment and willingness to take on new tasks that we expect from all our employees.*

Congratulations to all the Employees. They will be invited to a breakfast celebration with an opportunity to win a \$50 gift card to Amazon.

Submissions for February have already been received. Please review the criteria below and be looking for those “STARS” among us. When submitting a nomination, ensure you share how the employee reflects the criteria.

## STAR AWARD CRITERIA

<p>Attitude and Commitment</p> <ul style="list-style-type: none"> <li>• Dedicated to fulfilling job responsibilities</li> <li>• Demonstrates good customer service skills</li> <li>• Consistently dependable and is punctual in reporting to work</li> <li>• Serves as a role model to others</li> <li>• Goes above and beyond the requirements of the job</li> </ul>	<p>Interpersonal Skills</p> <ul style="list-style-type: none"> <li>• Displays a helpful, cooperative and positive attitude towards superiors and co-workers</li> <li>• Consistently friendly and available to others</li> <li>• Uses effective listening skills</li> <li>• Has a team player attitude</li> <li>• Voluntarily assists co-workers in order to complete important department projects</li> </ul>
<p>Work Performance</p> <ul style="list-style-type: none"> <li>• High overall quality of performance</li> <li>• Accurately completes work assignments on time</li> <li>• Controls high stress situations tactfully and calmly</li> <li>• Takes initiative</li> <li>• Requires little supervision</li> <li>• Willingness to learn and take on new responsibilities</li> <li>• Ability to train others and gladly willing to do so</li> </ul>	<p>Personal Traits</p> <ul style="list-style-type: none"> <li>• Maintains an appropriate and neat personal appearance and dress</li> <li>• Professional demeanor</li> <li>• Conscientious, honest, hard-working</li> <li>• Integrity</li> </ul>

