



# THE DOROTHY PALEN AWARD

## *Employee of the Year*

### Nomination form 2025

After 47 years of dedicated service to the City of Newport Beach, Dorothy Palen retired in 1993 from the City of Newport Beach Finance Department. Every year since her retirement, a Newport Beach City employee who best exemplifies the characteristics of Dorothy Palen has been selected as Employee of the Year.

Nominees are evaluated using the following criteria:

- ✳ **COOPERATION:** The nominee accomplishes his/her job tasks and establishes cooperative working relationships with other City employees and customers.
- ✳ **DEPENDABILITY:** The nominee demonstrates that he/she is reliable, trustworthy and dependable.
- ✳ **INTEGRITY:** The nominee shows his/her commitment to the ethical code that reflects the values of the organization.
- ✳ **INITIATIVE:** The nominee is a self-starter who is willing to originate action without instruction and/or has introduced new ideas to improve job processes or customer service.
- ✳ **JUDGMENT:** The nominee exhibits the ability to perceive, distinguish, evaluate and form sound opinions after due consideration and deliberation.

The Nomination Form (page 2) must be turned in to Human Resources by

**5:00 PM on Friday, April 11, 2025**

Selection Process: A committee composed of three Department Directors and two City employees will review the nominations and narrow the candidates down to five employees. The five finalists will be presented to the Management Team for final selection.

The winner will be announced during the Employee Recognition and Service Awards luncheon.

# NOMINATION FORM

## Dorothy Palen Award – 2025 Employee of the Year

*Please use additional pages as needed so that your nomination is specific and detailed for the Review Committee to fully understand why you believe this employee should be the 2025 Employee of the Year.*

Employee's Name: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

Employee's Department: \_\_\_\_\_

### Dorothy Palen Award Selection Criteria

**1. Overall:** Why do you feel this employee deserves the award:

**2. Award Criteria:** Please specify, using examples, how the nominee meets each of the criteria below (See page 1 for details).

\* **COOPERATION:**

\* **DEPENDABILITY:**

\* **INTEGRITY:**

\* **INITIATIVE:**

\* **JUDGMENT:**

Submitted by: \_\_\_\_\_ Department: \_\_\_\_\_

Submit nominations via email or in a sealed envelope to Tawny DeAnda, Human Resources ([tdeanda@newportbeachca.gov](mailto:tdeanda@newportbeachca.gov)), by **5:00 pm on Friday, April 11, 2025**. You may attach additional pages as necessary. Thank you for taking the time to recognize and acknowledge a fellow employee.