



**NOMINATION FOR OUTSTANDING PERFORMANCE AWARD**

*The Outstanding Performance Award Program provides an opportunity to honor General Employees who are outstanding contributors to the organization*

**Employee Name:** Rae Rajkumar

**Job Title:** Administrative Assistant III

**Department/Division:** Utilities/ Administration

**I hereby nominate Rae Rajkumar for the Outstanding Performance Award for the reasons stated below:**

See attached nomination.

A handwritten signature in blue ink, appearing to read "Rodrigo de Castro and Sangeeta Dhulashia".

Rodrigo de Castro and Sangeeta Dhulashia

2/3/26

**Name and Signature of Nominator**

**Date**

A handwritten signature in blue ink, appearing to read "Rodrigo de Castro".

Rodrigo de Castro

2/3/26

**Name and Signature of Director**

**Date**

### **Nomination for Outstanding Performance Award – Rae Rajkumar**

Rae Rajkumar serves as the Administrative Assistant III for the Utilities Department and began her career with the City of Sunrise on June 26, 2023. Since joining the Department, she has quickly become an invaluable member of the team.

Rae works closely with both the Department Director and Deputy Director and has been instrumental to the overall success and daily operations of the Utilities Department. She consistently demonstrates professionalism, reliability, and a strong commitment to excellence.

Over the past year, the Department experienced staffing shortages in two critical positions, Administrative Officer II and Payroll Specialist. Rae stepped up without hesitation to help bridge these gaps. She received payroll training and successfully processed weekly payroll for approximately 300 employees for several months, ensuring accuracy and continuity of operations.

In addition, Rae collaborates closely with the Human Resources and Payroll teams and frequently receives praise for her responsiveness, efficiency, and high-quality work.

Rae has excellent interpersonal skills, fosters a positive work environment, and is always willing to assist and motivate others. Her dedication, adaptability, and team-oriented attitude truly exemplify outstanding performance.

For these reasons, and many more, we are proud to nominate Rae Rajkumar for the Outstanding Performance Award.