



HUM-001.....Employee Recognition Award Program

Current Revision: 31.Jan.04

POLICY

The City recognizes its employees' for their successes in daily operations, outstanding achievements that occur within the scope of their job, and for setting good examples.

DEFINITIONS

- *Employee* refers to an individual or group of individuals.
- *Nominations* reflect success stories that are reported by local businesses, organizations, agencies, the general public, or fellow employees.
- *Success Stories* reflect accomplishments that occur within the context of an employee carrying out his day-to-day duties, however, the accomplishment must have impacted another employee or resident in a positive manner.
- *Department Champion* refers to the individual within each department who will accept nominations throughout the year, prepare award certificates, and obtain gifts on a corporate basis.
- *Award* refers to a Certificate of Excellence and a gift of appreciation that could include, but is not limited to, thermal mug, thermos, gift certificate from local restaurant, etc. Gifts will not exceed \$20.00 in value.

PARAMETERS:

Employee Recognition Award Committee

The committee reports to the City Manager for administration of this policy. Committee membership consists of one or two employees from each City Hall, Planning and Public Works, and Community & Protective Services. The committee establishes its own internal procedures for operation.

2. Recognition Criteria

- The end results of an employees' success in daily operations, outstanding achievements that occur within the scope of the job, or for setting a good example.
- Service and success that brings recognition to, and maximizes, potential promotion of the City's image, internally and externally.

PROCEDURES:

Nomination Process

- A.) Any City employee or member of the public may submit, either verbally or in writing, a nomination depicting a success story.

B) A success story nomination may be received by any City employee, who will then be responsible to record the details and forward the information to the Department Champion. As much information as possible should be obtained from the nominator but should include at least:

- 1) Name of employee being nominated;
- 2) Description of success story, including date and place of occurrence;
- 3) Name of person submitting nomination.

C.) On the day a success story is received, it is to be forwarded to the Department Champion who, upon approval from the department manager, will post it on the bulletin board and provide a copy of it to the honored employee(s) and respective supervisor(s).

D.) At the next general department meeting:

- 1) the Department Champion will have appropriately scheduled on the meeting agenda the presentation to the nominated employee(s):
- 2) the Department Champion will have ready for presentation top the nominated employee(s) an appropriate award as well as an award certificate signed by the department manger;
- 3) the Department Manager will present the certificate and award to the nominated employee(s); and
- 4) the Department Champion will ensure that a photo is taken of the vent and retained in the Employee Recognition Committee file.

E.) The committee publicizes nominations city-wide, utilizing a slide presentation which includes a photo of each winner, at the Annual Awards Morning event.

2. Selection Process

A.) All nominations will be considered for a certificate/award at the discretion of the department manager.

B.) If an employee receives more than one approved nomination between department meetings, he will be recognized for each success story by a certificate but will receive only one collective award/gift.

C.) If a nomination for a team of identified employees is received and approved, each member of the team will receive a copy of the award certificate, listing all team member names, as well as an individual award/gift.

D.) If a nomination for a team of unidentified employees, i.e. Parks staff, Roads staff, etc., is received and approved, an award certificate will be presented to that section but not a gift.

E.) If the City Manager deems that there is an "exceptional" (parameters determined at the time) nomination, he may consult with the Employee Recognition Committee regarding a "special recognition award."