

SECTION 15 – EMPLOYEE AWARDS

Effective 1/21/09
Replaces Policy _____
Dated _____

15.1 Policy.

It is the policy of the City to recognize extended service to the organization, acknowledge employee accomplishments and contributions and to improve City government through an awards program.

15.2 General Provisions.

- A. **Length of Service Awards** will be presented to employees who have been continuously employed by the City for designated periods of time. Awards are presented annually at a recognition ceremony, for five, ten, fifteen, twenty, twenty-five, thirty, and thirty-five years of service. Five year awards consist of a certificate and pin. Awards for ten or more years of service as indicated, consist of a certificate, pin, and a gift.
- B. **Perfect Attendance Awards** will be presented to employees who have maintained perfect attendance during the calendar year by not using any sick leave. A qualified leave, as defined by the Family and Medical Leave Act, will not disqualify an employee from receiving this award. This award will consist of a certificate presented to the eligible employee.
- C. The **Employee of the Quarter** program recognizes extraordinary accomplishments by non-sworn employees which exemplify one or more of the City's core values. Employees may be nominated for the award by other City employees or by the public. The winner may be recognized either in person or by name at a City Commission meeting and/or at a special department meeting, at the employee's choice.
 - 1. **Leadership/staffing**
Nominations are reviewed by a committee of six employees representing a range of City agencies and employment levels. The committee is appointed by the City Manager and its chair is elected by the committee. A Human Resources representative serves on the committee to facilitate and to verify that nominees are employees in good standing (currently not under a Performance Improvement Plan, Corrective Action Plan, Last Chance Agreement, or pending disciplinary action).

2. **Timeline**

The selection committee meets quarterly. Nominations are accepted at any time and the program is maintained in the Human Resources Department.

3. **Program description**

All full-time and part-time non-sworn employees in good standing are eligible for the award. Anyone, including members of the public, may nominate an employee or a group or team of employees. Employees and employee teams may be nominated several times but self nominations are not accepted.

Nomination forms are available on the City's intranet, from supervisors, and in the Human Resources Department. The form is also available to the public on the City's website. Nominators are asked on the form to indicate the ways in which the nominee exemplifies one or more of the City's core values:

- a. Honesty and Integrity
- b. Inclusiveness and Diversity
- c. Leadership and Learning
- d. Human Compassion
- e. Respect
- f. Trust
- g. Commitment
- h. Pride

All nominations should be forwarded to the Human Resources Department. Nominees in good standing (currently not under a Performance Improvement Plan, Corrective Action Plan, Last Chance Agreement, or pending disciplinary action) are notified of their nomination via a letter from the City Manager, who encourages them to keep up the good work. A copy of the letter is placed in the employee's personnel file.

The winner(s) is invited to attend a City Commission meeting, where their awards are presented, or they may choose to simply have their name(s) announced at a City Commission meeting. The winner will receive a framed certificate of recognition and eight (8) hours of paid administrative leave (good for up to 12 months). Team winners will receive a team luncheon and a team framed certificate of recognition (individual team members in good standing will receive a copy of the certificate). A photo of the winner is displayed on a special plaque in City Hall and is also printed in the employee newsletter.

- D. The City Manager may approve other recognition awards for presentation such as awards for valor and various safety achievement awards.