

Employee Recognition Program

Purpose

To provide for a recognition program for exceptional employee performance and/or actions which represent a significant contribution to the City.

Policy

Exceptional work performance and/or service to the community serves as a role model for other employees and often leads to improved morale and productivity among others in a work unit. This in turn contributes to the overall success of the City in meeting the community's goals and objectives. The City Council, City Manager and Department Directors appreciate and recognize the value of exceptional employee performance that contributes to improved service, quality, productivity, and/or actions that are beneficial to the community. This program is established to provide a process for such employee recognition.

Procedures

Informal employee recognition may take many forms, such as an in-person or written "thank you," a commendation to the employee's personnel file, assignment to a special project, allowing an employee to present his/her work to others, recognizing the employee's work at a staff meeting, additional training or professional development or other similar forms of recognition. While Department Directors and supervisors frequently acknowledge and commend employees for good performance, and may with approval of the City Manager establish a written departmental employee award program, the following formal recognition programs will additionally be made for exceptional work performance and/or service to the community.

Annual Employee Recognition Celebration

The City shall celebrate and recognize employees for meritorious achievements, the previous year's service efforts to the community, and individual employee's length of service at an annual event.

Lacey Public Service Awards

Employees achieving twenty (20) years and twenty-five (25) years of service with the City shall be honored and recognized by their Department Director at a City Council Meeting.

Excellence in Public Service Award

The City Manager may celebrate and recognize City employees for excellence in public service for the following:

- ◆ Extraordinary effort and/or continuous excellence in service to the public
- ◆ Implementation of innovative and practical new work methods, programs or cost-saving solutions that have a substantial impact on improving service and efficiency
- ◆ Outstanding professionalism and competence in completion or implementation of a project with significant benefit to the community or organization
- ◆ Consistent and outstanding performance at work (i.e. employee regularly finds "better-ways-to-do-it", is a problem-solver, expediter, assists others do their jobs better or serves as mentor, teacher or role model for others)
- ◆ Exceptional community volunteerism with a positive impact on the lives of others
- ◆ Heroism in response to an emergency situation
- ◆ Other meritorious performance or actions of a similar nature

A co-worker, supervisor, Department Director or citizen may nominate an employee (or group of employees) at any time for an Excellence in Public Service Award. A written nomination form noting the recommendation for award and highlighting the positive contributions of the performance are to be submitted to the employee's Department Director. The Department Director shall present and discuss the nomination with the Award Review Committee. The Committee shall make a recommendation to the City Manager for his consideration and action. The final decision to recognize an employee under this program shall be as determined by the City Manager. Awards shall generally be presented at a department staff meeting, Quarterly Employee Meeting, and/or a City Council Meeting.

The City Manager may also, at his/her discretion, present an individual employee with a gift or gift certificate or a group of employees with a group-oriented recognition such as a pizza lunch, ice cream feed, etc. The value of the award or recognition is to be based on the contribution made to the City and/or community and shall not exceed the amount authorized for individual employee award under Ordinance #1057. Per Internal Revenue Service guidelines, awards to individual employees may be considered as income and as such the employee will be responsible for any corresponding income taxes. If gifts are taxable, the taxes will be deducted from the employee's first regular paycheck following the award.

Administration and Financial Notes

The Personnel Department shall administer the employee recognition program and maintain all required records. The authorization for the program and value of awards shall be as provided for in Ordinance #1057 subject to annual budget approval of the City Manager and City Council.