



Employee Recognition Program

The objective of the Employee Recognition Program is to recognize employees that demonstrate outstanding service to the City, customers, and co-workers.

A. Employee of the Quarter

The objective of the Employee of the Quarter is to recognize one outstanding individual during each quarter of the year for efforts and/or accomplishments which resulted in:

1. Consistent exceptional customer support and service; or
2. Outstanding support to another department; or
3. Significant act which brings credit upon the City and its work force; or
4. Significant progress in achieving city goals; or
5. Improvement in services provided to the public; or
6. Improved efficiencies that save tax dollars

Eligibility

All full-time and part-time employees of the City are eligible for this award if they had a minimum of one (1) year of continuous service, have not been Employee of the Quarter within the last twelve (12) months, and have had no written reprimands or disciplinary actions in their personnel record within the most recent twelve (12) months. Department Heads are not eligible to be nominated as Employee of the Quarter.

Process

1. All employees are encouraged to designate fellow employees by completing a nomination form by the specified submittal date. Nomination forms are available on the City's website.
2. All nomination forms must be submitted on or before the last date of the quarter:

1st quarter: October 1 - December 31
2nd quarter: January 1 - March 31
3rd quarter: April 1 - June 30
4th quarter: July 1 - September 30

3. Nominations will be reviewed and evaluated by the Recognition Committee and selection of the Employee of the Quarter will be determined by a majority vote of the members present. The Committee will be comprised of 1 representative from each department:

City Manager's Office, Community Development, Library Fire Department, Public Works, Parks & Recreation, City Clerk, and Administrative Services.

In the event a committee member is nominated, an alternate will be selected for voting. There must be a minimum of five (5) members for voting. The winner must be selected by majority vote.

If a committee member nominates a co-worker, the committee member shall not participate in the voting process. The committee member may select an alternate voting member from their department for that quarterly vote.

Award

Employee of the Quarter will receive the following:

1. Congratulatory certificate from the City Manager presented at a year-end employee recognition event
2. \$500.00 monetary award, less tax
3. Notation in the personnel file

B. On-the-Spot Award

The objective of the On-the-Spot award is to recognize employees for going above and beyond their normal duties. These may be given out by a Supervisor or Director at any time during the year.

Eligibility

All employees are eligible. Reasons for the award may include:

1. Assisting a co-worker who has an unusually heavy workload; or
2. Exceptional customer service; or

3. Planning a special event or participation on a committee which is particularly successful because of the employee's personal efforts; or
4. Handling an unusually heavy workload, such as when co-workers are absent or when equivalent vacant positions are not filled immediately; or
5. Development of new or revised procedures or other contributions toward improvement of department productivity; or
6. Completion of a short-term project in less time than expected or where there were unusual difficulties to overcome.

Process

1. Employees are encouraged to recognize their co-workers' efforts and notify the Supervisor or Director to ensure they are aware of the outstanding service that was provided.
2. The nominator completes the On-the-Spot award notification form and submits it to the nominee's Supervisor or Director.
3. The Supervisor or Director issues the award to the employee and returns the signed nomination form to Human Resources.

Award

On-the-Spot awards are issued as \$20.00 gift cards. Each department is responsible for purchasing gift cards and budgeting accordingly.



Recognition Committee Responsibilities

Chair: Keri Nelson

Leads meetings, manages recognition ceremony, notifies winner.

Co-Chair: Rita

Back-up for Chair, completes schedules meetings, complete certificates.

Secretary: Vanessa

Records vote.

Nominee communication lead: Patty

Notifies nominees and City, coordinates with Chair the notification timing.