

EMPLOYEE ACHIEVEMENT RECOGNITION PROGRAM

1.0 Purpose:

- 1.1 To highlight the importance of providing recognition to employees and to establish guidelines for giving the recognition.

2.0 Scope:

- 2.1 Realizing that our employee workforce is the backbone of this City, an Employee Achievement Recognition Program has been created to recognize the outstanding achievements of our employees and thank them for their efforts.

3.0 Policy:

- 3.1 Any employee of the City, whether full- or part-time, regular or temporary, is eligible to receive recognition for their accomplishments. Recognition comes in two forms – active and passive. Telling employees what a great job they did or presenting an award is active recognition. Allowing an employee to go forward on a project without direct supervision is a form of passive recognition.

All employees at all levels are encouraged to use TRUE recognition liberally. TRUE recognition is Timely, Responsive, Unconditional, and Enthusiastic.

3.2 Recognition:

- 3.2.1 Anyone in a supervisory position is encouraged to cheer the progress of an employee or group of employees as they work through a project or situation. Measurement shared with everyone generates excitement.

3.2.2 Spontaneous/Ongoing Recognition

Supervisors should highlight positive efforts, acknowledge achievements and give recognition. The further to the right of the scale, the more effective the recognition:

Programmed	➔	Spontaneous
Blanket	➔	Individual
General	➔	Specific
Traditional	➔	Unique

The supervisor of employees recognized will have the option of presenting a recognition gift honoring their achievements. Supervisors may choose a gift they deem appropriate with the department head's approval. Items may include, but are not limited to: meals for the workgroup; movie passes; a round of golf at Deerpath Golf Course; and flowers. Cash and gift cards, which are considered the same as cash, will not be an appropriate award. These awards should not total more than \$100 per individual being recognized.

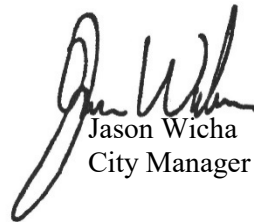
Notice of the recognition should be submitted to the Human Resources Department for inclusion in personnel files.

3.3 Exemplary Achievement

There may be times when an employee accomplishes something so exemplary, more formal recognition is warranted. In those situations, the supervisor may write the employee up for recognition under the Merit Pay program, Administrative Directive 2-22.

4.0 Distribution

4.1 Employee Information Site, www.citylf.org, under HR/Personnel Policies.



Jason Wicha
City Manager

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