

EMPLOYEE RECOGNITION AND REWARD PROGRAM

PURPOSE

The employee recognition and reward program was established in September of 1995. Its purpose is to recognize the importance of the contribution of employees to the quality of services provided to the community.

The program provides a system whereby employees will be rewarded for bringing money-saving ideas to the management of the city and will encourage the active participation of employees in the operation of the city. The program is designed to recognize all employees and departments for their service to the city. In addition employees will be recognized for the following types of awards: employee of the month, years of service, perfect attendance, safe driving, retiring or separation, and for acts of heroism.

MISSION STATEMENT

To maintain both good government and good employees of the City of Annapolis by:

- ❖ recognizing employees for their service to the City;
- ❖ recognize and honor employees at annual awards events;
- ❖ promoting an atmosphere of sincere, people-oriented management;
- ❖ maintaining a safe and quality work environment;
- ❖ creating opportunities for career development/advancement and enrichment;
- ❖ creating opportunities for employees to utilize their talents;
- ❖ supporting a fair process to promote the reward and recognition of employee involvement in good government.

EMPLOYEE RECOGNITION COMMITTEE

Membership

Core membership of the Committee shall consist of the City Administrator and the Director or his/her designee from the Departments of Finance, Human Resources, and Public Works. Additionally, five at-large members representing other Departments may also serve on the Committee. The at-large members will be appointed from a list of 2 - 3 names submitted to the Committee by the respective Department Director. One member of the Committee shall serve as a liaison between the Social Committee and the Employee Recognition Committee. The chair of the Committee shall be elected by the membership and may be a core member or an at-large member.

Terms of Office

At-large committee members shall serve for a two year term. Position of chair shall be for a one year term and may be continued to a second year.

Meetings

The Committee shall meet at least once a month or as needed. The meetings shall be held within in the first two weeks of the month to allow enough time to submit the name of the *employee of the month* for inclusion in the employee newsletter.

TYPES OF AWARDS

Employees may be recognized with the following types of awards: *Employee of the Month/Year, Years of Service, Longevity of Service, Retiring or Separating, Perfect Attendance, Safe Driver, Acts of Heroism, and for the Cost Savings Suggestion Incentive Program*. These awards are described in detail on the following pages.

EMPLOYEE OF THE MONTH/YEAR AWARD

Purpose

This award is intended to recognize employees who have provided superior job performance and a high level of customer service.

Award Eligibility

Any City employee may nominate another employee for this award. Employees may be recognized for exemplary job performance, for extra effort for completing a routine task, shows a dedication to teamwork or generally sets a high standard of job performance among other qualities.

Recommendations with a written or verbal justification are to be made by the 15th of the month in which an employee is to be recognized. The justification shall indicate why the employee deserves to be recognized as an employee of the month. This award will be granted each month. The Employee Recognition Committee will make a decision before the 15th of the month. At the end of the calendar year the Committee will select from the list of employees of the month the employee of the year. The employee of the month will be recognized by the Department head or her/his designee at a department staff meeting or other similar function. An article recognizing the employee will appear in the employee newsletter.

Award

An employee of the month will receive an award and certificate. An employee of the year will be recognized with an award. The names of nominated employees will be printed in the employee newsletter, *NewsViews*.

SERVICE AWARDS

Purpose & Eligibility

This award is granted to employees in recognition of their years of service to the City. This award will be granted to each employee who completes five year service intervals beginning with 5 years and up. A year of service begins and ends on each employees anniversary date.

Awards

Each employee eligible for a service award will be recognized with a certificate and a service pin for 15 years of service and less. An additional day of annual leave, accrued each year, and a service pin will be presented to those with 20, 25, and 30 years of consecutive service. (Note: 22 days of leave will accrue each year for employees reaching the 20 through 24 years of service, 23 days of leave will accrue each year for employees reaching the 25 through 29 years of service, and 24 days of leave will accrue for employees reaching 30 or more years of service.)

Employees will be recognized by their Department Head for years of service up to and including 20 years. Department Heads will be recognized by the Mayor, and employees with 25 years of service and more will be recognized at a City Council meeting. The maximum number of years that will be recognized is 30 years. A letter from the Mayor will be written to those with 35 years or more of service. A special Longevity of Service Award will be presented to the one civil service employee who has served the City for the longest period of continuous service at any given time.

RETIRING OR SEPARATING EMPLOYEES

Purpose

Recognize employees for their years of service at retirement or when separating from the employ of the City.

Award Eligibility

Retiring employees are eligible for this award when they have attained at least 5 years of service with the City.

Separating employees are eligible provided they have been in good standing with the City and have attained at least 15 years of service with the City.

Award

An award will be presented to each retiring or separating employee. Department Directors are encouraged to show respect towards the efforts of these employees and their loyal service by hosting or arranging a luncheon or dinner in the employee's honor.

PERFECT ATTENDANCE AWARD

Purpose

This award will provide a means to honor employees who have never missed a day of work (except for approved vacation, holiday, or personal leave days). Use of any sick leave will disqualify an employee from this award. Tardiness with subsequent disciplinary action will be considered as an unauthorized leave of absence.

Award Eligibility

Employees who have attained perfect attendance based upon payroll records will be honored each calendar year. Every effort will be made to review the appropriate

records of all employees to determine eligibility. Employees who think they are eligible are encouraged to advise their supervisor prior to the award date to assist in eliminating errors.

Department heads or their designee shall submit the names of all employees and appropriate documentation, subject to audit by the Recognition Committee, who are eligible for this award to the Employee Recognition Committee by the end of January for the previous calendar year. Awards will be presented to eligible employees by their supervisor or Department Director.

Award

Employees eligible for the perfect attendance award will receive a certificate and one day of administrative leave. Compiling of perfect attendance awards will begin on the first day of the pay period that includes January 1 and the last day of the pay period that includes December 31. Additionally, names of all award recipients will be printed in the City newsletter, *NewsViews*.

SAFE DRIVER AWARD

Purpose

The safe driving award will be awarded each year to recognize employees who have maintained a driving record with no chargeable accidents.

Award Eligibility

Employees who have driven vehicles in the performance of their jobs and have not had any chargeable accidents as determined by the Safety Committee will be recognized with an award. Employees eligible for this award must use a vehicle on a regular basis as a requirement of their job. The use of a private vehicle is permitted provided it is used for official City business and/or as part of the employee's job and for which an employee receives a car allowance. The safe driving award will be based on the calendar year from January through December.

Department heads or their designee shall submit nominations to the Employee Recognition Committee by the end of February for the previous calendar year. Awards will be presented to eligible employees by their supervisor or Department Director.

Award

Employees eligible for the safe driving award will receive a gift. Awards may vary from year to year depending upon availability.

ACTS OF HEROISM AWARD

Purpose

This award is given to an employee who has shown a certain degree of heroism outside the ordinary activities of their employ.

Award Eligibility

The Department Director shall provide a letter of commendation for the employees personnel file to be presented to the employee and before the City Council. Employees eligible for this award are those that performed acts of extraordinary heroism at the risk of their lives or personnel safety. Two levels of this award will be available for life threatening and non life threatening acts of heroism.

Award

An outstanding service medal & proclamation will be awarded to any employee for a life threatening act of heroism and a proclamation will be awarded to a non life threatening act of heroism. Uniformed employees, of the police and fire departments shall be eligible for the proclamation only. All employees will be recognized at a ceremony before the Mayor and City Council.

EMPLOYEE COST SAVINGS SUGGESTIONS INCENTIVE PROGRAM

Purpose

The intent of this program is to allow employees to submit ideas on how the City can save money. These cost saving suggestions may include a vast range of ideas, for example, finding a less expensive way of collecting garbage or establishing a cost saving plan on mass mailings.

Eligibility

Any City employee may make a cost saving recommendation to the Department Director. The Director will forward the cost saving suggestion along with his/her recommendation to the Employee Recognition Committee. The Committee will review the suggestion and will make a final decision to accept or reject the cost saving idea. The proposed cost savings must result in a minimum savings to the City of \$500.00. An application for the suggestion shall be completed and submitted to the Committee.

Award

If the cost saving measure is implemented, an award equal to 10% of the annual savings up to a maximum of \$2,000.00 which will be made available to the employee who made the suggestion in the form of savings bond, a \$2,000.00 value at maturity. The award will be granted only after the cost saving program has been implemented.

Awards will be presented before the Mayor and City Council if the cost savings is \$1,500.00 or higher. Awards less than \$1,500.00 will be issued by the Mayor in his office or at a Departmental staff meeting.

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