

## **ADMINISTRATIVE ORDER NUMBER 5-5**

### **SUBJECT: Citywide Employee Recognition Program**

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**Responsible Department: City Clerk**

**Date Issued: May 7, 2007**

**Date Revised: November 7, 2017**

**Approved: *(Signature on File)***

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### **Purpose**

To honor employees for excellence in performance and to formally acknowledge those employees whose work best exemplifies the principles summarized by the acronym PRIDE: **P**rofessionalism, **R**esponsiveness, **I**nnovation, **D**irection, and **E**xcellence.

### **Procedures**

Once a quarter each department will select employee(s) in the months of December, March, June, and September, for recognition and forward the name to the City Clerk no later than the first week of the following month. During the first Council meeting after the 15<sup>th</sup> of each January, April, July, and October, the City Clerk will submit the names of the employees to the City Council. The number of employees recognized in each Department is based on the number of personnel within the Department identified below.

<u>Personnel in Department</u>	<u># of Employees Recognized</u>
Less than 200	1
201 to 400	2
401 to 600	3
601 to 800	4
More than 800	5

Each recipient will be presented with a certificate of appreciation and a letter of commendation at a ceremony during a Council meeting. After the presentation of the certificates, refreshments will be served by the City Clerk's Office.