

Subject: Employee Recognition Program	Number: 8-14
	Date Issued: August 26, 2008 Date Revised:
Responsible Department: Resource Management Cabinet	Approved: <i>(Signature on File)</i>

Purpose

To establish an employee recognition program that recognizes employees for exemplary performance; to show appreciation from management for a job well done; to motivate those involved to reach higher levels of achievement; and, to provide recognition among peers.

Policy

It is the City's policy to support the development of employee recognition and incentive programs. Departments are encouraged to develop programs which recognize exemplary employee performance or acknowledge significant or noteworthy employee contributions to the accomplishment of the overall objectives of the City. In this regard, Departments will:

1. Provide management tools to recognize ongoing employee dedication, a means to reinforce and acknowledge significant contributions, and retain employee commitment.
2. Allocate existing departmental appropriations to fund programs that have been identified as contributing to the accomplishment of the department's goals and objectives.
3. Establish methods and procedures to present employee awards in a manner that publicly recognize the employee's accomplishment and contribution to the Departmental objective.

Procedures

The following procedures shall be followed with regard to the development and implementation of recognition programs:

1. Departments with more than 30 Full Time Equivalent positions (FTE) are authorized to allocate up to an aggregate of \$20 per FTE to fund their program. Departments with less than 30 FTE may allocate \$30 per person.

2. Departments shall be required to present their individual Employee Recognition Programs as an Agenda Item before the Resource Management Cabinet. Departments shall be prepared to outline the proposal in concept and to justify that the program will support the public good and the Department's mission statement.
3. The Resource Management Committee shall review all submissions and shall make a finding that either supports or rejects the Department's proposal. Proposals that are rejected shall be allowed to be resubmitted upon revision.
4. The Resource Management Committee shall maintain a record of all submissions, actions that were taken, and all relevant documentation upon which the decision was based.
5. Appeals to any Resource Management Committee decision shall be to the City Manager's office whose disposition of the appeal shall be final.