

MEETING DATE: October 1, 2013

AGENDA ITEM: (Continued from August 6, 2013) Informational Item Regarding City of Culver City and Parks, Recreation and Community Services Department Staff Recognition Programs.

ATTACHMENTS

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RULE 15

EMPLOYEE RECOGNITION AND INCENTIVE PROGRAM FOR OUTSTANDING JOB PERFORMANCE

15.1 Policy: It shall be the policy of the City to recognize and reward outstanding job performance of the City's classified and unclassified employees through an established program.

15.2 Outstanding Job Performance Criteria: The following examples shall be considered appropriate criteria for outstanding performance awards:

- a. **Sustained Job Performance Superiority:** Whenever an employee performs the duties of the employee's position in a manner superior to that of others in similar positions, in terms of skill, devotion to duty, originality or like manner for six (6) months or more.
- b. **Outstanding Performance Evaluation Rating:** Whenever an employee receives an overall rating of "Excellent" on the employee's annual performance evaluation.
- c. **Acts of Bravery or Safety:** Whenever an employee performs a heroic act, involving the risking of the employee's life or limb to help others, or the saving of or attempting to save a human life.
- d. **Extraordinary Performance (Single Act):** Whenever an employee's extraordinary single act results in significant achievements.
- e. **Performance Improving Workplace Environment:** Whenever an employee's acts or performance contributes to the improvement of health, safety or morale for the City or the employee's department.
- f. **Inventions or Suggestions:** Whenever an employee invents or suggests anything for the use of the City which results in significant savings in manpower, money or materials.
- g. **Other Performance:** Other types of outstanding job performance not enumerated above may be considered, based on evidence submitted by the appointing authority.

15.3 Outstanding Job Performance Recognition Program: The types of recognition available for the appointing authority to utilize in recognition of outstanding job performance includes the following:

- a. Oral recognition by the appointing authority.
- b. Written recognition by the appointing authority with copies to the employee and the Personnel Department for placement in the employee's personnel file.
- c. City Council resolution commending the employee, i.e., City Council commendation.
- d. Granting of up to three (3) working days off with pay.
- e. Increase in compensation (step advancement within range prior to scheduled date or additional step beyond that scheduled).
- f. Cash award, up to \$1,000. Cash award will be taxable, non-PERSable and subject to available funds within the awarding department's budget.
- g. A combination of any of the recognition awards set forth-above.

15.4 Procedures: The appointing authority may recommend an employee for an outstanding job performance which meets the criteria of the program. The appointing authority shall prepare written recommendations and shall forward them to the City Manager for approval, disapproval or modification.

In the case of recognition awards and commendations (excluding oral and written recognition by the appointing authority), the City Manager shall forward the recommendation to the Commission for review and approval. If the Commission approves the City Manager's recommendations for recognition award or commendation, the action may be immediately implemented.

If the Commission modifies the City Manager's recommendations, the action may be implemented as modified, or, at the discretion of the appointing authority, may be taken to the City Council for a final decision.

15.5 Employee Service Awards: Employees shall receive a service award for the completion of each five (5) years aggregate service with the City. Such awards shall be determined by the Personnel & Employee Relations Director, subject to the approval of the City Manager. Service awards shall be presented to the employee by the City Council at a City Council meeting or any other formal meetings, in the presence of the appointing authority or department representative.

15.6 Retirement Recognition: Employees who retire or resign after ten (10) or more years of service are eligible to be honored by the City Council at a City Council meeting. A retirement award may be presented to the employee at the time of recognition.

City of Culver City – Staff Recognition Program

General Guidelines

Goal: The goal of this program is to provide a medium in which employees can be recognized for excellent customer/public service, going beyond the call of duty, creativity, team work, and having a pleasant attitude towards members of the public and fellow employees.

General Awards Eligibility:

- a) An employee (full time/part time) must have worked for the City of Culver City for at least one calendar year.
- b) An employee may receive nominations more than once in a calendar year.
- c) An employee may receive the Award more than once in their term of employment.
- d) Self-nomination is not accepted.

1. Employee Peers Recognition

Background

The purpose of this Award is to provide an opportunity for fellow employees to recognize outstanding service provided or observed by other employees. The City would like to emphasize teamwork and professionalism, which is vital to the success of our organization. The most valuable and highest commendation an employee may receive is from their peers.

The Employee Peer Recognition will be based on employee-to-employee nominations. Each employee may nominate one (1) fellow employee per calendar year.

Criteria for Selection

The recipient of the Employee Peers Recognition shall exemplify in the following criteria:

- a) Attitude: The nominee(s) shall display a positive attitude about one's position, toward the public, fellow employees, and teamwork efforts.
- b) Customer Service:

The nominee(s) shall provide and exhibit professional and outstanding customer service to the public and fellow employees, which creates a positive image on behalf of the City.

Award Selection

The Employee Peers Recognition is open to all employees. Each employee shall have the opportunity to nominate one (1) fellow employee for this Award during the calendar year (Jan 1 - December 31), An employee may nominate someone in its respective department or in another department within the City.

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All employees are encouraged to participate and present their awards each year to the deserving recipient(s) of their choice.

Nomination Request Form

Nomination forms and instructions are available in the Personnel Department and on the city's intranet. In order to give an Employee Peer Award, the form must be completed and submitted to Personnel. Personnel will review nominations for eligibility, prepare the Certificate and arrange pick up for the employee giving the Award.

2. Annual Employee Award

Background

The purpose of the Annual Employee Award is to provide an opportunity for employees to be recognized for outstanding contributions to the City, their peers, and the community.

Annual Employee Award Nominations

This Award is based on staff nominations, including any award recipients from interdepartmental recognition programs.

The Staff Recognition Committee will review nominations for eligibility and determine on the award recipients and categories.

Annual Employee Award will be presented during the Annual Employee Appreciation event. There will be three (3) recipients for this Award.

Award Recipients will be presented with the following Awards:

- Award Certificate and/or Council Proclamation
- Name added to perpetual award plaque at City Hall

Award Categories

Harry Culver Award

The Harry Culver Award is presented annually in honor of Mr. Harry Culver. Mr. Culver was well known for his innovative style. He brought busloads to free picnics, put ads in the newspapers that read: "All roads lead to Culver City," held marathons and other special events. After he watched Thomas Ince film a western on Ballona Creek, he convinced Ince to move his Inceville Studios from the beach to Washington Boulevard. The landmark colonnade on Washington Boulevard was built in 1915, and Culver City, incorporated in 1917, was quickly becoming the "The Heart of Screenland." Mr. Culver was active in the City's community in its early years, even serving in elected office. The Harry Culver Award will be presented annually to the employee who has exemplified in the following criteria:

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- a) Recipient must have created ways which enriched the well-being of one's peers and/or community including actions that enhanced public service.
- b) Recipient must have created savings for the City and/or resolved long-standing issues.
- c) Recipient must have developed and/or participated in innovative programs that improved work and life matters for City employees.

Helms Award

The Helms Award is presented annually in honor of Mr. Paul Helms for Professional Customer Service, Compassion and Human Relations. On March 2, 1931, Paul Helms opened the Helms Bakery with 32 employees and 11 coaches. In 1932, Helms won a contract to supply bread for the Olympics in Los Angeles. With Paul Helms' interest in athletics, he established the Helms Athletic Foundation. Culver High's football field still carries the name of Helms Field. The Helms motto "Daily to your Door" is still inscribed on the building. Although their products were never sold in stores, Helms Bakeries became one of the major employers in the city. Paul Helms earned the admiration and respect of his employees, his "co-worker family." In a 1997 interview, Paul Helms III proclaimed, "The key to the bakery's success was the co-worker concept." As Helms walked through the plant, he called each of his co-workers by his or her first name. In August of 1969, twelve years after Paul Helms' death, the bakery closed.

The Helms Award is presented to supervisors who personify the "Paul Helms" philosophy, convey and display the spirits of "co-worker concepts and principals":

- a. Recipient must have demonstrated an outstanding, record of professional customer service, and compassionate human relations.
- b. Recipient must have cultivated positive employee morale and teamwork.

Nomination Request Form

Nomination forms and instructions are available in the Personnel Department and on the city's intranet. In order to give an Annual Employee Award, the form must be completed and submitted to Personnel. Personnel will review nominations for eligibility, prepare the Certificate and arrange pick up for the employee giving the Award.

3. Safety Recognition Award

- a. Safety - Employees who have exercised the highest level of safety standards and set examples for others in terms of on the job safety; as recognized by the City's Safety Committee.

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4. Length of Service Awards

Background

The purpose of the award is to provide a means of recognizing City employees for their length of service and accomplishments. Therefore, service pins, awards or other recognition shall be presented to employees essentially in compliance with the provisions of Civil Service Rule XVII Section 7:

"Length of Service Awards": Employees shall be awarded length of service emblems for the completion of each five years of aggregate service with the City..."

Presentation of Award

Service Awards shall be presented to the employees by the City Council during the Annual Employee Appreciation event.

The Personnel Department will send out congratulatory letters to the eligible full-time and regular part-time employee recipients and their respective appointing authorities. Recipients will be advised of the award format and the recognition presentation.

Award Recipients will be presented with the following Awards:

- Award Certificate and/or Council Proclamation
- Points are also awarded for every five years of service. Points can be used towards selecting a service pine or other items which include Administrative Leave, or reimbursement for store, restaurant or travel purchases. Points cannot be converted to cash or traded with other employees and must be redeemed within two years of the date awarded.