

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/10/05		Item Number: <u>A-2</u>	
AGENDA ITEM: Presentation of the Staff Recognition Program			
Contact Person/Dept.: Serena Wright		Phone Number: (310) 253-5640	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List 10/5/ 05 All City Staff on 10/5/ 05			
Department Approval: Jerry Fulwood 10/3/05		CAO Approval: Scott Bixby for Jerry Fulwood 10/4/05	
City Controller Approval: Mary Noller 10/4/05			

RECOMMENDATION

That the City Council receive the presentation of the Staff Recognition Program.

BACKGROUND

The Staff Recognition Committee was established in February 2004 to develop an employee recognition program. The goal of the 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.

The committee's first event was initiated with an Employee Appreciation dinner held in November 2004, which was a huge success. Over 700 active and retired employees, as well as past and present elected officials, appeared at the celebration at the Ivy Sub-Station.

The next scheduled event will take place on November 4, 2006 at Veteran's Memorial Building Auditorium.

DISCUSSION

The Staff Recognition Committee is open to all city employees to either become an active member or submit their input. The current membership is comprised of 12 member volunteers from various departments; the committee is currently seeking additional members. Volunteers must have prior supervisory approval before joining due to the time commitment required.

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The primary duties and responsibilities of the committee include:

- Coordinate events and awards for exemplary employee performance
- Plan and coordinate annual awards ceremony
- Receive and vote on department nominations

There are three separate award categories:

1. Peer to Peer Recognition - which is to provide an opportunity for fellow employees to recognize outstanding service provided to or observed by other employees. Recipients in this category shall exhibit a.) A positive attitude about one's position, toward the public, fellow employees and teamwork efforts and/or b.) Professional and outstanding customer service to the public and fellow employees, which creates a positive image on behalf of the City of Culver City.
2. Annual Employee Awards: Harry Culver Award and Paul Helms Award – these awards are based on staff nominations and will be presented at the annual employee recognition event. There are three recipients for each award.

The Culver Award is designated for non-supervisory staff. In order to be eligible for nomination an employee must have demonstrated any of the following:

- o Created ways which enriched the well-being of ones peers and/or community including actions that enhanced public service.
- o Created savings for the City and/or resolved long-standing issues.
- o Developed and/or participated in innovative programs that improved work and life matters for City employees.

The Helms Award is designated for supervisory staff. In order to be eligible for nomination an employee must have demonstrated any of the following:

- o An outstanding record of professional customer service, and compassionate human relations.
- o Cultivated positive employee morale and teamwork.

3. Service Awards – these awards will also be presented at the annual employee recognition event. These awards are in recognition of the dedication and commitment extended by employees by the length of service given to the community in increments of five (5) years.

FISCAL ANALYSIS

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The events coordinated by this program will be funded from a combination of the Personnel Department budget line item 10122100.516600, which is designated for employee recognition events, General Fund Non-Departmental line item 10116100.514190 and miscellaneous donations received from bargaining groups and local businesses.

The total amount to be expended is approximately \$10,000.

ATTACHMENTS

1. Staff Recognition Program General Guidelines
2. Staff Recognition Committee Bylaws

MOTION

That the City Council:

Receive the presentation of the Staff Recognition Program.