

Culver CITY

**INTEROFFICE MEMORANDUM
EMPLOYEE RECOGNITION FOR OUTSTANDING JOB PERFORMANCE**

DATE: 05/15/2024
TO: JOHN NACHBAR, CITY MANAGER
THROUGH: Michelle Hamilton, Sr. Human Resources and Equity Manager
FROM: Dana Anderson, Human Resources Director
SUBJECT: **Outstanding Job Performance Recognition from Human Resources for Amy Webber, Human Resources Analyst**

BACKGROUND

Amy Webber, Human Resources Analyst, is being recognized by the Human Resources Department for Outstanding Job Performance.

Amy Webber, Human Resources Analyst, is entering her 22nd year with the City of Culver City and is the HR representative for the Civil Service Commission. She coordinates the monthly Civil Service Commission meetings and is currently leading a project to review and update multiple sections of the Civil Service Rules. Amy's expertise in writing and willingness to share her historical background has proven to be quite instrumental in the City's implementation of the NEOGOV Onboard module. In Human Resources goal of becoming an Employer of Choice, Amy plays a huge part in introducing new City employees to Culver City's overall structure and policies via her monthly Orientation sessions. She is an asset to the department and appreciate the contributions she has made to the department.

AUTHORITY

According to Civil Service Rule 15.2 and 15.3, employees exemplifying outstanding job performance criteria may be recognized for their performance through the Outstanding Job Performance Recognition program. The program allows for single awards or a combination of any of the outlined recognition awards.

RECOMMENDATION TO APPROVE

That the City Manager approve the Outstanding Job Performance Recognition award pursuant to Civil Service Rule 15.4 for Amy Webber to receive two (2) working days off with pay and a cash award of \$1,000.

Approved by,



John Nachbar, City Manager

05/24/2024

Date