

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 Human Resources 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. The recognition award and/or commendation (excluding oral and written recognition by the appointing authority) shall be forwarded to the Commission for public acknowledgment.

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 Human Resources 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.