

MEETING DATE 10/10/05

AGENDA ITEM Presentation of the Staff Recognition Program

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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

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.

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.

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 office¹

The Harry Culver Award will be presented annually to the employee who has exemplified in the following criteria

¹ http://www.culvercity.org/cityinfo/history/harry_culver.html

- a) Recipient must have created ways which enriched the well-being of ones 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 Helm's" 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

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

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 pin or other items which include Administrative Leave, or reimbursement for store, restaurant or travel purchases. Points can not be converted to cash or traded with other employees and must be redeemed within two years of the date awarded.

SLC Staff Recognition Program Committee

Goals

- a) Assist Personnel in coordinating actions related to the Staff Recognition Program
- b) To help foster positive employee morale
- c) Coordinate events and awards for exemplary performance by employees
- d) To meet on a planned basis to plan for and execute yearly awards ceremony

Bylaws

<u>Article I</u>	<u>Article II</u>	<u>Article III</u>
General	Key	Committee
Membership	Positions	Meetings

ARTICLE I

General Membership

Section 1 Volunteers and Terms

- The committee will be made up of up to 12 main members (including key positions) and 12 alternates Each member is eligible to volunteer for 2 consecutive 1 year terms
- The Staff Recognition Committee shall invite all eligible members of staff to join or to nominate colleagues to volunteer
- Volunteers must have supervisory approval before volunteering because of the time commitments associated with the committee
- A concerted effort will be made to ensure diversity of staff employees by inviting people from all departments
- A maximum of 2 staff members per department will be allowed to fill empty spots on the committee
- After reviewing all possible volunteers, the Staff Recognition Committee shall forward a list of members to Executive Staff
- When a mid-term vacancy occurs, for whatever reason, the Staff Recognition Committee shall solicit city staff for volunteers for a replacement
- The nomination review for award applicants will only include a maximum of 1 representative from each department

Section 2 Responsibilities of Volunteer Members

Committee members are expected to attend all General Meeting's and to participate in one or more sub-committees or task forces

A seat on the committee shall be considered vacant if a member is absent for any reason from General Meetings four times in a given calendar year. The vacancy will then be filled by the Committee from the most recent application list or nomination.

Section 3 Resignation from the Committee

Membership may be vacated by written resignation addressed to the Chair of the Staff Recognition Committee.

Section 4 Removal from the Committee

Repeated failure to meet the responsibilities of membership will be discussed with the member before being brought to the Committee for vote. If in agreement by quorum of the Committee, the Committee Chair will submit request for resignation of the individual's membership.

ARTICLE II

Key Committee Positions

Key committee positions are voted upon by the 11 member committee board.

- Personnel Representative – The role of the personnel representative is to coordinate award program matters with Executive Staff and oversee the function of the Staff Recognition Committee.
- Committee Chair – The committee chair will be responsible for coordinating meetings, events, and execution of the staff recognition program.
- Committee Vice Chair – The committee vice chair is responsible for assisting the committee chair with any administrative and logistical efforts.
- Committee Treasurer – Responsible for monitoring the Staff Recognition Program Budget and handling any financial matters in regards to committee events.
- Committee Secretary – Responsible for gathering meeting minutes, general city communications, and assisting committee chair and vice chair.

ARTICLE III

Committee Meetings

- General Meetings shall be held on a monthly basis at a time and place scheduled by the Committee with supervisory approval
- General Meetings are open to all city employees
- Special Meetings maybe held throughout the year to coordinate efforts for events