



# City of Culver City

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Council Chambers  
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(310) 253-5851

## Staff Report

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Item #: P - 14

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**Outstanding Job Performance Recognition: Amy Webber, Human Resources Analyst, Julius Rhaburn, Human Resources Associate, and Justyn Martin, Administrative Clerk, for the Human Resources Department.**

**Meeting Date:** June 5, 2024

**Contact Person/Dept:** Dana Anderson / Human Resources Department

**Phone Number:** 310-253-5640

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:**

**Public Notification:** (Email) Meetings and Agenda (05/30/2024); (Email) All City Staff (05/30/2024)

**Department Approval:** Dana Anderson, Director of Human Resources (05/30/2024)

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### **RECOMMENDATION**

The recommendation from the Human Resources Department, which was approved by the City Manager, awards Human Resources Analyst, Amy Webber two (2) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the Human Resources Department, which was approved by the City Manager, awards Human Resources Associate, Julius Rhaburn two (2) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

The recommendation from the Human Resources Department, which was approved by the City Manager, awards Administrative Clerk, Justyn Martin two (2) working days off with pay and a \$1,000 cash award in recognition of outstanding job performance.

These awards from the Human Resources Department are before you tonight for public acknowledgement in accordance with Civil Service Rule 15.4.

### **AUTHORITY**

15.3(e) Outstanding Job Performance Recognition Program:

- 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.

#### **ATTACHMENTS**

1. 2024-06-05 - ATT Merit Award Amy Webber
2. 2024-06-05 - ATT Merit Award Julius Rhaburn
3. 2024-06-05 - ATT Merit Award Justyn Martin