



# City of Culver City

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## Staff Report

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**File #:** 18-0814, **Version:** 1

**Item #:** A-2

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**Review and Discuss the City's Employee Recognition Programs and Provide Staff Direction as appropriate**

**Meeting Date:** February 7, 2018

**Contact Person/Dept:** Serena Wright-Black, Administrative Services

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

**Fiscal Impact:** Yes ☐ No ☒

**General Fund:** Yes ☐ No ☐

**Public Hearing:** ☐ **Action Item:** ☒ **Attachments:** ☒

**Public Notification:** (Email) Meeting and Agendas - Civil Service Commission (2/01/18); (Email) All City Staff (2/01/18)

**Department Approval:** Serena Wright-Black, Director of Administrative Services (2/01/18)

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### **RECOMMENDATION**

Staff recommends that the Civil Service Commission review and discuss the City's Employee Recognition Programs and direct staff as appropriate.

### **BACKGROUND/DISCUSSION**

Last year, the Civil Service Commission (Commission) was asked by the City Council to make recommendations regarding the City's budget. Commissioner Cherness proposed that the Commission recommend making improvements to the employee recognition program. The Commission agreed to agendize a discussion on the topic to better understand how departments were currently recognizing employee performance and then determine what, if any, improvements should be recommended. In that context, the Commission requested to review Civil Service Rule (CSR) 15 and receive information on the various department recognition programs and practices in preparation for the FY 2018-2019 budget.

CSR 15 was established in order to provide a mechanism to recognize and reward employees for outstanding job performance. The recognition options range from oral/written recognition to a cash award. Recognition under CSR 15 is subject to approval by the City Manager. Departments also

provide informal recognition such as “Atta Boy/Girl” and “Kudos” memos/emails, certificates of appreciation, commendations, and other positive feedback.

In addition to CSR 15, the City Council allocates funds to departments through the budget process to be used for employee recognition. These funds are authorized to be used in accordance with Administrative Procedure 2014-AP001: Appropriate Use of City Funds for Employee Recognition. Some appropriate uses include employee recognition luncheons, holiday celebrations, and retirement-related awards and events.

Tonight, the Commission should discuss the various employee recognition programs provided by the City and determine what, if any, improvements it wants to recommend. If the proposed changes have a financial impact staff will forward the information to the City Council for consideration during the FY 18-19 budget process. If the Commission determines to commence a review of CSR 15 staff will begin the process for a public hearing to amend the Civil Service Rules.

The Commission will have additional opportunity, at the March 7, 2018 meeting, to further discuss any budget recommendations it wants to make to City Council.

### **FISCAL ANALYSIS**

N/A

### **ATTACHMENTS**

1. 2018-02-07 - ATT 1 - Civil Service Rule 15: Employee Recognition and Incentive Program for Outstanding Job Performance
2. 2018-02-07 - ATT 2 - Administrative Procedure 2014-AP001: Appropriate Use of City Funds for Employee Recognition

### **MOTION**

That the Civil Service Commission:

1. Discuss the City’s Employee Recognition Programs and Provide Direction to Staff as appropriate.