



City of Culver City

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Council Chambers
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Staff Report

File #: 20-626, **Version:** 1

Item #: P-2

Outstanding Job Performance Recognition: Alfredo Cervantes, Irrigation Maintenance Technician, and Ruben Ventura, Irrigation Maintenance Technician, Parks, Recreation, and Community Services Parks Division

Meeting Date: February 5, 2020

Contact Person/Dept: Amy Webber/Human Resources

Phone Number: 310-253-5640

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☐

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

Public Notification: (Email) Meeting Agenda (1/30/20); (Email) All City Staff (1/30/20)

Department Approval: Serena Wright-Black, Assistant City Manager (1/30/20)

RECOMMENDATION

The attached memo details a recommendation from the Parks, Recreation and Community Services Department, which was approved by the City Manager, awarding Alfredo Cervantes, Irrigation Maintenance Technician, and Ruben Ventura, Irrigation Maintenance Technician, each with three (3) working days off with pay and a cash award of \$1,000 in recognition of outstanding job performance. Their awards are before you tonight for public acknowledgment 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 acknowledgement.

ATTACHMENTS

1. 2020-02-05 - ATT Merit Awards Alfredo Cervantes and Ruben Ventura