City of Culver City

Staff Report

File #: 24-781, **Version:** 1 **Item #:** P - 13

Outstanding Job Performance Recognition: Brittany Clarke, Senior Account Clerk, Dora Cruz, Senior Account Clerk, John Figueroa, Senior Account Clerk, and Cristina Tulensa, Accountant II, for the Finance Department

Meeting Date: June 5, 2024

Contact Person/Dept: Dana Anderson / Human Resources Department

Phone Number: 310-253-5640

Fiscal Impact: Yes [] No [X] **General Fund:** Yes [] No []

Public Hearing: [] **Action Item:** [] **Attachments:** [X]

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)

RECOMMENDATION

The recommendation from the Finance Department, which was approved by the City Manager, awards Senior Account Clerk Brittany Clarke three (3) working days off with pay and a $1,000 cash award in recognition of outstanding job performance.

The recommendation from the Finance Department, which was approved by the City Manager, awards Senior Account Clerk Dora Cruz three (3) working days off with pay and a $1,000 cash award in recognition of outstanding job performance.

The recommendation from the Finance Department, which was approved by the City Manager, awards Senior Account Clerk John Figueroa three (3) working days off with pay and a $1,000 cash award in recognition of outstanding job performance.

The recommendation from the Finance Department, which was approved by the City Manager, awards Accountant II Cristina Tulensa three (3) working days off with pay and a $1,000 cash award in recognition of outstanding job performance.

The award is 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 Brittany Clarke
2. 2024-06-05 - ATT Merit Award Dora Cruz
3. 2024-06-05 - ATT Merit Award John Figueroa
4. 2024-06-05 - ATT Merit Award Cristina Tulensa

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