

I. Purpose

The intent of the proposed Point System Policy for Public Works Employees is to cultivate a culture of accountability, engagement, and recognition within the Public Works Department. This department, comprising thirty-four (34) employees across five (5) divisions—Parks & Recreation, Streets, Fleet, Building Maintenance, and Sanitation—will benefit from a structured framework to enhance operational efficacy, elevate employee morale, and advance neighborhood sustainability.

II. Background and History

The Public Works Department has long been a cornerstone of the City's operations, responsible for maintaining and improving essential services that impact the daily lives of residents. Historically, the department has faced challenges related to absenteeism, punctuality, and varying levels of employee engagement. In response to these challenges, previous efforts to address these issues have included informal recognition programs and periodic performance reviews.

Despite these efforts, a more systematic approach to managing attendance, performance, and professional development has been deemed necessary to ensure consistent and equitable treatment of employees. The introduction of a formalized Point System Policy is designed to address these needs by providing a clear and transparent framework for recognizing positive behaviors and addressing performance issues.

III. Policy Objectives

1. **Encourage Punctuality and Attendance:** Promote unwavering reliability and punctuality among employees.
2. **Enhance Employee Morale:** Foster a positive and supportive work environment through systematic recognition and rewards.
3. **Reward Positive Behavior:** Acknowledge and incentivize exceptional performance and notable contributions.
4. **Improve Operational Efficiency:** Implement a rigorous framework for addressing attendance and performance issues, ensuring equitable standards across divisions.
5. **Support Employee Engagement:** Align with the *One Forest Park* vision, focusing on Operational Efficiency, Neighborhood Sustainability, and Economic Development to bolster employee engagement and organizational coherence.

IV. Point Allocation

A. Attendance

- **Perfect Attendance:** +5 points for each full month of flawless attendance.
- **Scheduled Absences:** 0 points for pre-approved vacation, personal, or medical leave.
- **Unscheduled Absences:** -2 points for each unexcused absence.
- **Late Arrivals:** -1 point for each instance of tardiness exceeding a 15-minute grace period.

B. Performance

- **Exceeding Work Expectations:** +3 points for exemplary performance or surpassing job duties, as recognized by supervisory personnel.
- **Meeting Deadlines:** +2 points for timely completion of all assigned tasks on a monthly basis.
- **Safety Compliance:** +2 points for maintaining a record free of safety violations or incidents each month.

C. Professional Development

- **Training Participation:** +2 points for engaging in industry-specific training sessions, including certifications and motivational seminars.
- **Mentoring:** +3 points for mentoring new employees or contributing to training and development initiatives.

D. Team Building

- **Activity Participation:** +3 points for active involvement in team-building activities designed to foster cohesion, such as recreational outings or social events.

V. Point Redemption

A. Rewards

- **75 Points:** \$50 gift card (e.g., gas card, Home Depot).
- **100 Points:** ½ day off with pay (subject to prior approval).
- **150 Points:** 1 day off with pay (subject to prior approval).

Note: Points reset upon reaching 150. Rewards for time off are aligned with hourly pay rates.

B. Consequences for Points Deduction

- **0 to -5 Points:** Issuance of a verbal warning and a discussion with a supervisor.
- **-6 to -10 Points:** Issuance of a written warning and development of a performance improvement plan.
- **-11 Points or More:** Potential suspension or further disciplinary measures in accordance with departmental policies.

VI. Monitoring and Reporting

- Points will be meticulously tracked on a monthly basis by divisional supervisors, with findings reported to the Department's executive leadership in collaboration with Human Resources. Comprehensive reports will be submitted monthly to the City Manager.
- Employees will receive confidential monthly reports detailing their points and corresponding feedback. A graphical representation of point dynamics may be shared anonymously during team meetings.

VII. Implementation

- The Department's leadership team will conduct thorough training sessions to elucidate the policy objectives and operational mechanics of the point system.
- Continuous feedback will be solicited from employees through the Employee Satisfaction Survey to enhance and refine the system over time.