

Meeting Date
2/3/2025

CITY OF LAKE CITY

Report To Council

AGENDA	
Section	
Item No.	

SUBJECT: Outstanding Employees of the Year Award Policy

DEPT. / OFFICE: Human Resources

Originator: BillieJo Bible, Director of Human Resources		
City Manager Don Rosenthal	Department Director BillieJo Bible	
Recommended Action: Change policy 14.06 Outstanding Employees of the Year Award to only require the recognition and not detail the requirements of the time of year for the recognition, nor the process. Remove appendix 14-1.		
Summary Explanation & Background: While the City will continue to recognize employees annually through an Outstanding Award program this program needs to be flexible with regards to when the recognition is to be held, the process for selection, and the form(s) to be used. The recognition rewards/categories, criteria, and monetary award amounts will remain the same.		
Alternatives: N/A		
Source of Funds: No change		
Financial Impact: .No change		
Exhibits Attached: Recommended replacement policy, current policy 14.06 and appendix 14-1.		

14.06 OUTSTANDING EMPLOYEES OF THE YEAR AWARD

The City will annually hold an Outstanding Employees of the Year Awards Recognition to give special recognition to City employees for outstanding or superior performance in the accomplishment of their duties. There will be four (4) categories and recipients will receive monetary awards; Dedication Award (\$150), Achievement Award (\$150), Supervisor of the Year (\$150) and Employee of the Year (\$300).

The Human Resources Department will oversee the process and program with City Manager approval.

Dedication Award:

This award is presented to the employee who:

- Exhibits strengths in the areas of job performance, dedication, positive attitude, and contributes unselfishly as a team player.
- Voluntarily helps a fellow employee complete a difficult task or assist those who are behind schedule
- Works well with others and shares credit with fellow coworkers.
- Usually the first to come in everyday and the last to leave.
- Rarely misses a day of work.

Recipient of this award will receive \$150.00 and a plaque with the employee's name.

Achievement Award:

This award is presented to the employee who:

- Has taken great steps to further their professional development and job skills.
- Learned a new system that benefits the department.
- Coached and encourages coworkers toward self-improvement
- Learned a new task outside their job description.
- Completed tasks with a low level of supervision under all conditions.
- Has shown marked improvement in job performance and interpersonal relationships.

Recipient of this award will receive \$150.00 and a plaque with the employee's name.

Supervisor of the Year Award:

The Supervisor of the Year Award is presented to the Supervisor (Exempt Status) who:

- Has consistently and visibly shown efforts on behalf of the City which demonstrates the highest level of commitment to community service excellence, professionalism and success.
- Routinely exemplifies leadership, integrity, trustworthiness, dependability and forward thinking.
- Coaches and encourages the strengths and skills of their subordinates to assist them in achieving their personal best.
- Demonstrates initiative and creativity in carrying out and administering City policies/procedures/programs.
- Makes contributions which enhance or improve the operation and morale of their Department and the City.
- Strives to build and maintain a positive rapport with co-workers and citizens alike.

Recipient of this award will receive \$150.00 and a plaque with the employee's name.

Employee of the Year Award:

This is the City's highest award and is presented to the employee who:

- Has consistently shown all qualities of a dedicated employee.
- Is well respected in the community as well as with fellow employees.
- Volunteers in city-sponsored community events and civic activities.
- Is concerned about customer satisfaction and remains composed when faced with confrontation; always reacts professionally.
- The Outstanding Employee of the Year has displayed excellence above and beyond their peers in these areas:
 - Work Performance/Productivity
 - Judgment
 - Initiative
 - Integrity
 - Dependability
 - Cooperation

Citizen Relations

- Other Significant Factors

Recipient of this award will receive \$300.00 and a plaque with the employee's name.

- Responsibilities.
 - The HR Director will administer the Outstanding Employee of the Year Program for the City.
 - All employees may submit nominations to their Department Directors in accordance with provisions established herein.
 - Department Directors will review and make final determination on nominations submitted from their respective Department for committee consideration.
- Eligibility requirements for nomination of all awards are:
 - Must be a regular full-time employee.
 - Must not be serving a probationary period.
 - Must not have received any disciplinary action during the award period.

~~14.06. OUTSTANDING EMPLOYEES OF THE YEAR AWARD.~~

~~A. Purpose. The City's Outstanding Employees of the Year awards are intended to give special recognition to City employees for outstanding or superior performance in the accomplishment of their duties. This policy establishes the process for selection of an outstanding employee of the year in the four (4) categories identified below. It sets forth the responsibilities, qualifications, nomination procedures, board composition, selection criteria and selection process, and award benefits for selected employees.~~

~~Dedication Award:~~

~~This award is presented to the employee who:~~

- ~~• Exhibits strengths in the areas of job performance, dedication, positive attitude, and contributes unselfishly as a team player.~~
- ~~▪ Voluntarily helps a fellow employee complete a difficult task or assist those who are behind schedule~~
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- ~~▪ Routinely exemplifies leadership, integrity, trustworthiness, dependability and forward thinking.~~
- ~~▪ Coaches and encourages the strengths and skills of their subordinates to assist them in achieving their personal best.~~
- ~~▪ Demonstrates initiative and creativity in carrying out and administering City policies/procedures/programs.~~
- ~~▪ Makes contributions which enhance or improve the operation and morale of their Department and the City.~~
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 - The HR Director will administer the Outstanding Employee of the Year Program for the City.
 - All employees may submit nominations to their Department Directors in accordance with provisions established herein.
 - Department Directors will review and make final determination on nominations submitted from their respective Department for committee consideration.
- Eligibility requirements for nomination of all awards are:
 - Must be a regular full-time employee.
 - Must not be serving a probationary period.
 - Must not have received any disciplinary action during the award period.
- Procedures.—Annual award nominations will be accepted by Department Directors during the last week of November of each year. Nominations will be prepared and submitted on the submission form as shown in Appendix 14-1. All information included within the nomination must have been achieved during the year of consideration. The "justification" section of the form may be completed in narrative, but the "specific accomplishments" section must be prepared using bullet format statements (descriptive words that convey a concise meaning). Department Directors shall review the nomination(s) to ensure the employee meets the qualifications listed in paragraph "C" above, and that the nominee warrants the award.
- Selection Committee.—The selection committee shall consist of the preceding Employee of the Year and one representative from General Services (includes Administration, Office of City Clerk, Recreation, and Growth Management), Utilities Department, Public Works, Police Department, and Fire Department. The HR Director will serve as recorder.
- Evaluation Criteria.—For all categories, consideration should be given to: specific outstanding achievements in the performance of the employee's assigned or related duties. This includes development of new procedures, techniques, suggestions which were accepted for use, and job accomplishments during the nomination period.—Specific self-improvement efforts through

enrollment in formal or informal educational and technical programs. Participation in workplace and community programs which add to or improve employee and/or community relations. Include any significant contribution to the workplace and/or community which is worthy of recognition. Any other notable accomplishments which would set the nominee apart as deserving of the award for which nominated.

- ~~G. Selection Process. The selection committee will evaluate all nominations and rate the narrative justification (Section I) and each specific accomplishments category (Section II) and Community Involvement (Section III) from 1 to 10. The scores will be recorded in the appropriate sections of the Form. The selection committee recorder will compute each nominee's total score. In the event of a tie between two or more nominees, the selection~~
- ~~committee will take a verbal vote to break the tie.~~