

MERIT BASED AWARD OPPORTUNITIES

INTRODUCTION

To recognize and reward exceptional contributions, merit awards will be granted based on individual or group performance and meaningful impact in one or more of the following areas: cost savings, operational efficiency, customer service improvement, or exceptional service.

REQUIREMENTS

- Have completed at least 12 months of service in their current position.
- Receive a performance evaluation that is greater than the average of both their department and the overall City workforce.
- Reliable attendance of assigned work schedule.
 - Reliable attendance is defined as a commitment to be present and on time ~95% of the time to maintain productivity and team workflow with minimal, justified absences.
- Create a positive work environment that embodies the Mission: *To provide excellent services through responsible use of public resources, enhancing the quality of life for our community.*
- Be in good standing with no active disciplinary actions.
- Make a documented impact in at least one of the following areas:
 - Cost Savings
 - Operational Efficiency
 - Exceptional Service / Team and Culture Contributions

APPLICATION PROCESS

The application period will open in April. Nominations will be accepted for 2 weeks, with the winners announced in May.

Managers will submit a Recognition Bonus Nomination Form, with the approval of the department head. Human Resources will prepare packages, removing all identifying information for the Committee to review, and ensure eligibility. The Committee will determine the winners and the appropriate awards.

AWARDS

Awards may include plaques, awards, or cash bonuses. All bonus payments are subject to applicable federal, state, and local taxes and withholdings. Bonus amounts may vary based on budget and state law.

Group awards will be split between all members of the winning groups.

NOMINATION FORM

Cost Savings: Recognizes employees who have helped reduce City expenses or improve resource use through innovation or fiscal responsibility.

Employee(s) Information: If nominating a group, please identify each member under employee information, you only need to submit one nomination form for a group award.

Name

Title

Department

Length of Service

Examples: The list below is not an exhaustive list of possible contributions or examples:

- Implementing cost-saving measures in operations or purchasing;
- Streamlining processes to reduce waste or redundancy;
- Extending asset lifecycles or avoiding unnecessary spending;
- Enhancing service delivery for better return on investment;
- Advocating for data-informed, cost-conscious decisions;
- Resource optimization or waste reduction; or
- Changes that result in sustained financial savings.

Required Documentation: Along with the description of the cost-savings, please include data with the estimated cost savings verified by the department head and/or a representative from the Finance Department.

Please use the space below to complete your nomination. Please limit your write up to one page. Additional documentation may be added at the end of your write up. Please submit your final nomination to Kelli Bracci, by COB 4/15/26.

NOMINATION FORM

Operational Efficiencies: Recognizes efforts to make City operations more effective, reliable, and streamlined.

Employee(s) Information: If nominating a group, please identify each member under employee information, you only need to submit one nomination form for a group award.

Name

Title

Department

Length of Service

Examples: The list below is not an exhaustive list of possible contributions or examples:

- Improving or simplifying processes;
- Leveraging tools or technology for efficiency;
- Reducing delays, redundancies, or errors;
- Enhancing cross-departmental collaboration;
- Proactively solving workflow issues;
- Procedural changes that reduce turnaround time; or
- Tools/templates that boost productivity.

Required Documentation: Within the description include the improvement and implementation method. Include verification from the supervisor or process owner and any metrics you may have to show time or resource gains.

Please use the space below to complete your nomination. Please limit your write up to one page. Additional documentation may be added at the end of your write up. Please submit your final nomination to Kelli Bracci, by COB 4/15/26.

NOMINATION FORM

Exceptional Service / Team & Culture Contributions: Recognizes employees whose long-term service has strengthened team culture and exemplified dedication and excellence.

Employee(s) Information: If nominating a group, please identify each member under employee information, you only need to submit one nomination form for a group award.

Name

Title

Department

Length of Service

Examples: The list below is not an exhaustive list of possible contributions or examples:

- Consistently displays high performance and professional standards;
- Creates positive, lasting impact on the team, department, or public;
- Demonstrates leadership, professional service, and a positive attitude;
- Displays reliable, ethical, and service-focused behavior,
- Provides mentorship, collaboration, or morale-building efforts;
- Goes above and beyond the requirements of the job;
- Displays a helpful, cooperative and positive attitude towards others;
- Uses effective listening skills to identify problems and find solutions;
- Willing to learn and take on new responsibilities; or
- Is conscientious, honest, and hard-working.

Required Documentation: Nomination should include a clear description of the contribution or impact, to include any testimonials or supporting feedback. The ideal candidate maintains a professional demeanor, displays integrity in all aspects of their job, has exceptional attendance records, and is able to serve as a role-model to others.

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