

Achievement Recognition Award

The purpose of the Achievement Recognition Award Program is to further support the performance of the employees of the City of Watertown. Growth and development of our employees, teams, and the City is essential to the success of the community through the use of the comprehensive pay structure, performance evaluation process, and the identification of personal achievements. Further details of the award program are listed below.

1. **Program Name:** Achievement Recognition Award (ARA)
2. **Phraseology:** This is an “award” or something is being “awarded”
3. **Eligibility Definition:** Regular Employees as defined in the employee handbook averaging more than 20 hours per week who are subject to the directions of the Common Council and are not on a performance improvement plan. Employee must receive performance evaluation rating of Exceptional or Exceeds Expectation.¹
4. **Department heads** for the purposes of the program are defined as: Police Chief, Fire Chief, Public Health Officer/Director, Recreation and Parks Director, Media and Communications Director, Finance Director, Public Works Director/City Engineer and City Attorney
5. **Nomination:** Supervisor must fill out nomination form for eligible employee. Nomination must be approved by Department Head.
6. **Nomination Period:** January
7. **Selection Period:** February
8. **Selection Process and Selection Committee:** Need to determine (see options below)
9. **Payout of Award:** Q1
 - a. Award will be budgeted as a lump sum and added the HR budget
 - b. Award Payout: Equal lump sum for all selected. Suggested \$500 (after tax). Vacation day for those nominated and not selected (depending on department #s)

All eligible regular employees who score Exceptional or Exceeds Expectations would be eligible for this award. The pool shall accommodate a \$500 award (after taxes) based on the allocation of dollars. HR lets Supervisors know which employees are eligible and asks the Supervisor to fill out nomination form for those employees. Forms are deidentified and shared with the department head or in the case of pooled departments, the Selection Committee, for determination of the award. The Selection Committee is the department heads from the pooled departments. Department heads from not pooled departments can determine if they would like a selection committee specific to their department for this process. Nomination forms are then reviewed and those selected for award receive a monetary benefit, those not selected may receive an extra day of vacation, or no award at all. The number of financial award and extra day of vacation awards shall be the same.

¹ Both Fire and Police Union Members have opted to be excluded as Eligible Employees under this Policy as of February 7, 2023.

Awards are based proportionately by department and number of employees that are eligible for the program. Small departments (Admin, Finance, Media, Fire Department, City Attorney & Municipal Court) are pooled together. The exact allocation will be determined by the Finance Director by January 15 of each year and reported to HR and the Finance Committee prior to February 1 of each year. See the chart below as an example for the 2023 allocations.

Department	Monetary Awards Available	Vacation Day Awards Available
Police Department	3	3
Public Works Department	9	9
Pooled Small Departments: Administration, Finance, Media, Fire Department, City Attorney, Municipal Court	3	3
Health Department	1	1
Parks, Recreation and Forestry	2	2
Department/Division Heads	1	1
Discretionary Mayoral Designation	1	1

If a department or group does not have enough candidates to qualify for all the spots they have available, the spot can be allocated to another department who has more candidates than spots available upon approval by the Mayor.

Department/division heads will be considered as a separate “department,” for the purposes of ARA. The selection committee for the Department/division Head awards will be the Finance Committee.

A report summarizing this program is due to the Finance Committee. This plan shall be reviewed annually in advance of the budget preparation.