



Employee Recognition Policy

Owner:	HR Manager	Approving Position:	Common Council	Pages:	6
Issue Date:		Revision Date:		Review Date:	
Special Instructions:	Completely new policy incorporates Years of Service, Employee of the Year, Team Celebrations, Employee Referrals & Retirement				

I. PURPOSE

The purpose of this policy is to recognize the importance of motivating, rewarding and developing employees. As such, this program has been developed to recognize individual and team efforts and to encourage and empower employees to work to the fullest extent of their capabilities.

II. POLICIES

A. Years of Service Awards – Years of service awards recognize and celebrate an employee’s tenure at the City of Whitewater.

1. Eligibility

- a. Full-time and part-time benefit eligible employees of the City with one year of service or greater will receive years of service awards.

2. Type of Award

- a. An employee who has completed a full year of service will receive a thank you card from the City Manager annually.
- b. An employee who has achieved five years of service will be presented with a City of Whitewater logo item.
- c. An employee who has achieved ten years of service will be presented with City of Whitewater apparel of their choice.
- d. An employee who has achieved fifteen years of service will be presented with flowers or a gift box.
- e. An employee who has achieved twenty years of service will be presented with an additional 8 hours of floating holiday for use within one year of reward.
- f. An employee who has achieved twenty-five years of service will have a lunch celebration for their division.
- g. An employee who has achieved thirty years of service will receive a plaque commemorating their achievement.
- h. Additionally, employees that achieve five-year increments will be presented with a monetary reward as follows:

- 1) Five years: \$40 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 2) Ten years: \$50 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 3) Fifteen years: \$60 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 4) Twenty years: \$70 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 5) Twenty-five years: \$80 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 6) Thirty years: \$90 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 7) Thirty-five years: \$100 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)
- 8) Forty years: \$110 Gift Card (Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc. or donation to local charity)

3. Award Announcements

- a. Service Awards will be presented at the City's Employee Picnic
- b. Thank You Card presented by the City Manager each month

B. Employee of the Year – the City of Whitewater appreciates the efforts of its employees to achieve goals and fulfill our vision statement. Outstanding employees deserve to be recognized both as a reward for exceptional performance and as a model to other employees.

1. Eligibility

- a. Full-time or part-time employees are eligible to participate in the employee of the year program.

2. Procedures

- a. Nominations for the award (including self-nominations) may be submitted by any employee using the nomination form available from Human Resources. Nominations are based on performance excellence, leadership, teamwork, customer focus, innovation and positive motivation during the calendar year for which the award is to be given.
- b. Completed nomination forms may be submitted to HR at any time but no later than December 31st for that year's award. The employee of the year selection committee, comprised of both management and non-management employees selected annually by HR, will meet to review the nominations and to select the employee of the year. The selection will be announced through internal communication channels, at a City-wide celebration and/or during a special recognition event.
- c. The selected employee of the year will receive either a monetary award or additional paid time off. Additionally, the name of the employee of the year will be added to the roster for this recognition in the main lobby.

- C. **Team Celebrations** - Celebrations to commemorate achievements such as promotions and achievements for the year as well as show appreciation for dedicated City service.
1. Employee Picnic
 2. Open Houses
 3. Days of Celebration (i.e., National Pizza Day, Twelve Days until Holiday Break, Health & Wellness Day)
- D. **Referral Bonus** - All City of Whitewater employees (other than managers in the line of authority and HR personnel) are eligible for a referral bonus for full- or part-time employees hired to the City of Whitewater.
1. Eligibility
 - a. Employees will receive \$250 for any full-time referrals, \$125 for part-time/benefit eligible employees and \$50 for part-time, non-benefit/non-seasonal employees hired with the City of Whitewater.
 - b. Upon successful completion of 6 months worked by the new hire, the referring employee will receive an additional \$250 for full-time, \$125 for part-time, benefit eligible and \$50 for part-time non-benefit/non-seasonal employees.
 - c. **Applicant must list the employee's name on their employment application as the referral source.**
- E. **Retirement** – the purpose of this recognition is to formally recognize and honor employees who are retiring after dedicated service to the organization.
1. Recognition
 - a. Employees who retire after a minimum of ten years of service will be formally recognized and honored by the organization.
 - b. The retirement recognition will take place on the employee's last day of employment or at a mutually agreed-upon date before their retirement.
 2. Celebration:
 - a. A retirement celebration or other commemorative event may be organized by the department to honor the retiree's contributions and achievements.
 - b. The City will provide a contribution of \$100 towards the retirement celebration expenses, which can be used towards purchasing a cake, refreshments, gifts or other items for the event.
 - c. Departments may choose to supplement this contribution with additional funds or resources as they see fit.
 3. Recognition Gifts:
 - a. In addition to the retirement celebration, departments may choose to provide retirement gifts or tokens of appreciation to the retiree.
 - b. The selection of gifts should be thoughtful and reflective of the retiree's interests, contributions, and years of service to the organization.
 4. Planning and Coordination:
 - a. Human Resources or designated department liaisons will coordinate with the retiree's department or team to plan and organize the retirement celebration.
 - b. The retiree should be consulted regarding their preferences for the celebration, including the date, time and format of the event.

5. Communication:

- a. Announcements regarding the retirement celebration will be made through internal communication channels to ensure that all employees have the opportunity to participate and extend their well-wishes to the retiree.

III. Job Aids – Award Summary Chart
Employee of the Year Nomination

Years of Service	Monetary	Recognition	Gift Items
1-4		Thank You card personalized from City Manager	
5	\$40 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at Picnic, Thank You card	City of Whitewater logo item
6-9		Thank You card	
10	\$50 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at Picnic, Thank You card	<i>City of Whitewater Apparel item</i>
11-14		Thank You card	
15	\$60 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at Picnic, Thank You card	<i>Flowers or a gift box</i>
16-19		Thank You card	
20	\$70 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at Picnic, Thank You card	<i>8 hours floating holiday</i>
21-24		Thank You card	
25	\$80 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at Picnic, Thank You card	<i>Lunch celebration</i>
26-29		Thank You card	
30	\$90 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at picnic, Thank You card	<i>Plaque</i>
31-34		Thank You card	
35	\$100 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at picnic, Thank You card	
36-39		Thank You card	
40	\$110 (Gift card-Casey's, Walmart, Kwik-Trip, Starbucks, Aldi's, etc., local charity)	Recognized at picnic, Thank You card	

Employee of the Year Nomination Form

Date:

Nominee's Name:

Nominee's Department:

Nominee's Job Title:

Nominated by (Your Name):

Nomination Criteria: Please provide specific examples or anecdotes that demonstrate how the nominee meets the any or all of following criteria:

1. **Performance Excellence:**
 - Describe how the nominee consistently exceeds performance expectations and delivers exceptional results in their role.
2. **Leadership and Initiative:**
 - Provide examples of the nominee's leadership qualities, initiative-taking, and their ability to inspire and motivate others.
3. **Teamwork and Collaboration:**
 - Explain how the nominee contributes to a positive team environment, collaborates effectively with colleagues, and supports team goals.
4. **Customer Focus:**
 - Share instances where the nominee has demonstrated a strong commitment to customer satisfaction and provided exceptional service.
5. **Adaptability and Resilience:**
 - Describe how the nominee has shown resilience and adaptability in the face of challenges or changes in the work environment.
6. **Innovation and Creativity:**
 - Provide examples of the nominee's innovative ideas, contributions to process improvement, or creative problem-solving.
7. **Continuous Learning and Development:**
 - Explain how the nominee actively seeks opportunities for learning and professional development to enhance their skills and knowledge.
8. **Ethical Conduct and Integrity:**
 - Describe how the nominee upholds ethical standards, demonstrates integrity in their actions, and fosters a culture of trust and honesty.
9. **Positive Attitude and Motivation:**
 - Share instances where the nominee has shown a positive attitude, enthusiasm, and motivation in their work, inspiring others around them.
10. **Overall Impact and Contribution:**
 - Summarize the nominee's overall impact and contribution to the organization's success, growth, and reputation.
