



AGENDA STAFF REPORT

DATE: September 20, 2017
TO: Mayor and City Council
APPROVED BY: Armando G. Villa, City Manager *Armando G. Villa*
PREPARED BY: Rosalind Guerrero, HR/RM Manager *Rosalind Guerrero*
SUBJECT: Approve the Employee of the Quarter/Employee of the Year Policy and Procedure

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Recommendation:

Approve the Employee of the Quarter /Employee of the Year Policy and Procedure and the Nomination Form.

Background:

A committee represented by employee association members met on September 6, 2017 and September 11, 2017 to reinstate recognition awards for the Employee of the Quarter/Employee of the Year. Discussion was also held on the employee milestone awards for employees reaching a milestone such as 5 years of service, 10 years of service, etc. The committee recommends minor changes to the policy and the nomination form.

Discussion & Analysis:

Upon approval of the Policy and Procedure, and the Nomination Form, outreach will begin to request nominations for the quarterly awards that include the months of July through September and October through December 2017. The Employee of the Quarter award for July through September will be scheduled for presentation at a City Council meeting in October. The Employee of the Quarter Award for the months of October through December will be scheduled for presentation in the month of January. Employee of the Year award will be presented in the month of January.

Fiscal Impact:

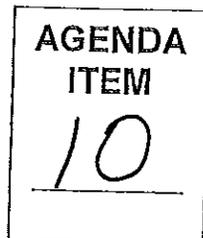
Funds are budgeted in the FY 2017-18 budget to cover the cost of awards.

Coordinated With:

Representatives of employee groups

Attachments:

Employee of the Quarter/Employee of the Year Policy and Procedure



CITY OF CALEXICO

Employee of the Quarter/Employee of the Year Policy and Procedure

Purpose

To establish a program by which a City employee is recognized for above average achievement or performance by being designated as "Employee of the Quarter" and/or "Employee of the Year".

Scope

This program will apply to all Permanent Full-Time and Permanent Part-Time Employees.

Employee of the Quarter

Procedure

1. Evaluation of Criteria.

To be eligible for selection as "Employee of the Quarter" the employee nominated shall have completed the probationary period, received overall performance appraisals ratings of satisfactory or higher and had no disciplinary actions during the past six (6) months of service.

The employee nominated may also have accomplished one or more of the following:

- a. Found a great way to save time and money for their Department. .
- b. Had a positive impact/result in an emergency situation. .
- c. Went beyond the standard call of duty in the areas of job performance, safety compliance, and/or teamwork effort.
- d. Provided a significant leadership role in a community service, activity or project.

e. Demonstrated great customer service on a continuous basis.

2. Nominations

- a. Any employee may nominate another employee for this recognition. Nominations shall be given to the Department Head of the employee nominated using the official Nomination form.
- b. The Department Head shall forward the nomination to the Human Resources/Risk Management Department.
If further review is necessary, HR will forward the nomination request to the City Manager for final approval.
- c. Nominations shall remain active for one (1) year from the date of submission to the committee.

3. Selection

- a. The committee shall be composed of two (2) bargaining unit members, and an unrepresented employee.
- b. The committee shall meet on a quarterly basis to screen nominees and recommend candidates for Employee of the Quarter. Selected candidate will be limited to one (1) award one (1) time per year. Nomination information and candidate selection shall remain confidential until selected candidate is notified, in writing, by the Human Resources/Risk Management Department.
- c. The Human Resources/Risk Management Department shall arrange for the Certificate of Appreciation and a cash reward to the Employee of the Quarter, at a regular meeting of the City Council.
- d. The employee shall have their photo and name displayed in the City Administrative Building for one (1) year period following their selection.
- e. The City of Calexico shall display and honor the candidates selected on the City website for one (1) year and in an advertisement in a local electronic display board.

Employee of the Year

Procedure

1. Nominations

The nominee to be considered for Employee of the Year shall be selected from the Employee of the Quarter candidates, employees nominated but not selected during the current year, and additional new nominations received that meet the evaluation criteria as specified in the Employee of the Quarter . Nomination period for Employee of the Year will be in the month of December.

2. Selection

The committee shall screen, evaluate and recommend the Employee of the Year to the City Manager in writing.

3. Awards

- a. The Employee of the Year shall receive a plaque from the City of Calexico for this special recognition and a cash award of \$300 at the Annual Employees Banquet or at a regular City Council meeting.
- b. The employee shall have their photo and name displayed in the City Administrative Building for a one (1) year period following the year for which they were honored.
- c. The employee shall have one working day off with pay to be taken before June 30th of the following year for which they were honored.
- d. The City of Calexico shall display and honor the candidate selected in an advertisement in a local electronic display board and the City website.

CITY OF CALEXICO
NOMINATION FOR EMPLOYEE OF THE QUARTER

Nominee: _____

Job Classification: _____

Department/Division: _____

Reason for Nomination (please use the following criteria). Please complete sections that apply to your nominee with information that demonstrates they met such criteria. If additional space is needed, please attach an additional sheet. Department head may add comments, as appropriate.

a. Developed and/or implemented a documented cost and/or time-saving idea, or a value added process or procedure:

b. Demonstrated extraordinary positive action(s) in an emergency situation:

c. Demonstrated enthusiasm and initiative over and above the expected in the areas of job performance, safety compliance, and/or teamwork effort:

d. Provided a significant leadership role in a community service, activity or project:

e. Significantly enhanced the City's image by demonstrating exceptional customer service on a continuous basis:

Date

_____ Submitted by _____

_____ Department Head _____

_____ Personnel Director _____

Date Received _____

Submit to City Manager for final determination, if applicable.

_____ City Manager _____

Approved _____ Not Approved _____

Date received: _____ Date Submitted to Committee: _____