

EMPLOYEE RECOGNITION

1.0 Purpose:

- 1.1 To establish Departmental Award Programs and annual City-wide Employee and Team of the Year Awards, all of which are designed to recognize those employees who perform their duties and responsibilities in an exemplary manner and to offer an incentive for others to follow these examples of commendable work. The effectiveness of this new awards policy will be evaluated within two years of the effective date.
- 1.2 The City is proud of employees who achieve years of service with the City. These employees provide perspective, stability, and knowledge that only years of service can assure. This Directive also establishes the conditions and guidelines for the Service Awards Program.

2.0 Scope:

- 2.1 The provisions of this Directive apply to all employees, with the exception of the Service Awards and Retirement Award Programs which only apply to Regular employees.

3.0 Definitions:

- 3.1 As used in this Directive, the following terms shall have the following meanings:
 - a) DEPARTMENTAL EMPLOYEE OF THE YEAR – Award recognizing an employee in the Department who best exemplifies employee dedication and outstanding service to the community as described in Subsection 4.1(a).
 - b) DEPARTMENTAL TEAM OF THE YEAR – Award recognizing an employee team from within the Department (may include employees from other Departments) exemplifying dedication and outstanding service to the community as described in Subsection 4.1(a).
 - c) EMPLOYEE OF THE YEAR – City-wide award recognizing an employee who best exemplifies employee dedication and outstanding service to the community as described in Subsection 4.1(a).
 - d) RETIREMENT – Separating from the City after completing at least 20 years of continuous service as a Regular employee; completing at least 10 years of continuous service as a Regular employee with the City and attaining age 62; or qualifying for normal or disability

retirement in accordance with the provisions of the applicable retirement plan.

- e) TEAM – A group of employees from one or more departments.
- f) TEAM OF THE YEAR – City-wide award recognizing an employee team exemplifying dedication and outstanding service to the community as described in Subsection 4.1(a).

4.0 Policy:

4.1 Departmental Awards

- a) Departments may recognize employee contributions through a Departmental Award Program based on the following criteria which shall consist of either a specific, extraordinary incident or an extended period of exceptional service in one or more of the following categories:
 - 1) Service to the public;
 - 2) Professional conduct and judgment in job performance;
 - 3) Efficiency, effectiveness and productivity in job performance;
 - 4) Teamwork and cooperation in working with fellow employees to attain established goals;
 - 5) Actions which strengthen and contribute to the effectiveness of the nominee's immediate work group, Department, or to a larger part of the City organization;
 - 6) Actions which help to significantly eliminate waste, conserve taxpayers' dollars, and/or improve the City's financial position; and/or
 - 7) An idea or method that significantly increases administrative or operational efficiency.
- b) Each Department shall annually select a Departmental Employee of the Year and a Departmental Team of the Year based on the criteria set forth in this policy. Departments with fewer than fifteen employees are not required to annually select a Departmental Employee of the Year and a Departmental Team of the Year. Departments may also establish other employee recognition programs within the Department to recognize the contributions of their employees consistent with the provisions of this Directive.

- c) Any employee may nominate another employee or team of employees for consideration of a Departmental Award by notifying his/her Department Head and the Department Head(s) having employees on the team. Such nomination shall include the pertinent criteria used in determining eligibility for such award and a detailed description of the service. Department Heads may consult with other City staff before making the final determination on each nomination for their Department.
- d) Departmental award recipients will receive:
- \$50.00 cash award and appropriate certificate/plaque for Employee of the Year and Team of the Year
 - Appropriate memo, certificate/plaque and/or up to a \$25.00 cash value award for other awards
 - Recognition at the Annual Departmental Awards Event
 - A copy of the approved nomination memorandum which also will be placed in the employee's personnel file
- e) Department Heads shall provide written notification to Human Resources of any awards given so any required payroll taxes may be withheld. Department Heads are also responsible for forwarding supporting award memos to Human Resources for personnel files.

4.2 City-wide Employee and Team of the Year Awards

- a) Each Department Head will submit, in writing, the Departmental Employee of the Year and the Departmental Team of the Year for consideration for the City-wide Employee and Team of the Year Awards following the Annual Departmental Awards Event. If a Department Head nominates a team which does not include employees from his/her work group, the nomination must be made in concurrence with the Department Head(s) of the nominated team members. Nominations shall be submitted to the City Manager by the deadline established by Human Resources. The City Manager may also submit nominations for awards. The City Manager may utilize an Awards Committee to assist in the selection of the City-wide Employee and Team of the Year.
- b) Award recipients will receive:
- City-wide Employee of the Year
- \$100.00 cash award
 - Plaque
 - Recognition at a City Council meeting
 - A copy of the approved nomination memorandum which also will be placed in the employee's personnel file

City-wide Team of the Year

- \$100.00 cash award
- Certificate
- Recognition at a City Council meeting
- A copy of the approved nomination memorandum which also will be placed in the employee's personnel file

4.3 Service Awards Program

- a) Service Awards will be given after completion of one year, five years, 10 years, 15 years, 20 years, 25 years, 30 years, 35 years, and 40 years of continuous service in which the employee has worked a minimum of 20 hours per week on a consistent basis.
- b) Service Awards, except for one year, will be given in the form of a check. The awards received by employees are as follows:
 - 1-Year Service Award: Pen with City of Thornton insignia.
 - 5-Year Service Award: \$50.00
 - 10-Year Service Award: \$100.00
 - 15-Year Service Award: \$150.00
 - 20-Year Service Award: \$200.00
 - 25-Year Service Award: \$250.00
 - 30-Year Service Award: \$300.00
 - 35-Year Service Award: \$350.00
 - 40-Year Service Award: \$400.00
- c) Employees who are eligible for a Service Award for five years and above will be recognized at an Annual Departmental Awards Event. In addition, employees who have completed 20 years, 25 years, 30 years, 35 years, or 40 years will be requested to have their award presented during a City Council meeting.
- d) Employees who terminate from the City after qualifying for a Service Award will receive their award as part of their final paycheck.

4.4 Retirement Award Program

- a) Retirement Awards will be given when an employee separates from the City after: completing at least 20 years of continuous service as a Regular employee; completing at least 10 years of continuous service as a Regular employee with the City and attaining age 62; or qualifying for normal or disability retirement in accordance with the provisions of the applicable pension plan.
- b) Retirement Award is \$500.00.

c) Employees may receive a Service and a Retirement Award if eligible for both.

4.5 Human Resources shall administer and have responsibility to oversee coordination of all Service Awards, Retirement Awards, and City-wide Employee and Team of the Year Awards.

4.6 In accordance with Internal Revenue Service regulations, all awards will be taxed as appropriate.

5.0 Distribution:

5.1 All City of Thornton employees.

Signed by Jack Ethredge on:
Jack Ethredge, City Manager

2/19/08
Date