Agenda Item Number: 6

Agenda Report Reviewed by:
City Manager:

CITY OF SEBASTOPOL
CITY COUNCIL
STAFF REPORT

Meeting	September 6, 2016
To:	Honorable Mayor and City Councilmembers
From:	2016 Awards Committee City Clerk Mary Gourley
Subject:	Approval of Amendments to the City of Sebastopol Employee Recognition Program Policy & Procedures City Council Policy #70 (Elimination of Categories)
Recommendation:	That the Mayor and Council Approve the Amendment to the Policy
Funding:	Currently Budgeted: _____ Yes _____ No ***xxx*** ***N/A***

INTRODUCTION:
This item is to request that the City Council Approve of Amendments to the City of Sebastopol Employee Recognition Program Policy & Procedures City Council Policy #70.

BACKGROUND:
Recognition is more than just praise or reward. It is a way of motivating employees by endorsing their high quality performance in highly visible programs and ceremonies. Recognition supports self-esteem and helps employees learn which skills and behaviors are of value to the organization. The City Council Employee Recognition Program Policy and Procedure endorses the belief that exemplary employees deserve timely and effective recognition by their department heads, staff members, peers, and the community.

The Employee Recognition Program Policy and Procedures were established in August 2001 to recognize and honor exceptional City employees for Years of Service Awards, Retirement Awards, Innovation Awards, Customer Service Awards, Inspiration Awards, and Employee of the Year Awards.

DISCUSSION:
At the last Awards Committee Meeting for the 2016 Employee of the Year, the Awards Committee discussed the lack of nominations for the prior years; the same individuals routinely being submitted for employee of the year; and lack of participation on the committee. These were a few concerns that the Committee has been hearing for the last few years. This year, the Committee discussed and proposed an amendment to the Awards Policy which is to eliminate all awards and have one City Employee Recognition Luncheon that honors all employees in July, as well as maintaining the existing City Holiday Luncheon in December.

This change would not affect any other portions of the awards policy such as retirements, years of service, etc.

The Committee believes that all of our City employees are our most valuable assets of the City. By eliminating the Employee of the Year and recognizing all City employees at the July Luncheon and Holiday Luncheon, the subcommittee believes that this will generate more collaboration, cohesiveness and a feeling of pride among all the employees and recognize all the hard work of each City employee.

RECOMMENDATION: Staff recommends that the City Council Approve of Amendments to the City of Sebastopol Employee Recognition Program Policy & Procedures City Council Policy #70.

Attachment(s):
Proposed Awards Policy

City of Sebastopol
Employee Recognition Program Policy & Procedures
City Council Policy #70

Adopted on August 21, 2001
Amended on November 19, 2002
Amended on November 20, 2007
Amended on February 5, 2008 (approved by Minute Order 04-08)
Amended on December 15, 2009 (approved by Minute Order 252-09)
Amended on October 6, 2015 (approved by Minute Order Number #2015-150)
Amended on December 1, 2015 (approved by Minute Order Number #2015-174)
Amended on September 6, 2016 (approved by Minute Order Number #2016-XXX)

I. PURPOSE

To establish a policy to recognize and honor our exceptional City employees for *Years of Service Awards, Retirement Awards, and Employee Recognition and Appreciation.* ~~*f the Year Awards.*~~

II. DISCUSSION

The City of Sebastopol recognizes and appreciates employees with years of dedicated service to the City, and for those employees who consistently perform in an outstanding and professional manner, and who project a positive image of the City.

~~III. AWARDS COMMITTEE~~

~~The awards committee is comprised of five representatives, plus an alternate, from different departments, including one City Council member, who volunteer to serve on the committee for a one-year term. The recipient of the Employee of the Year Award will serve on the committee the following year. All employees are encouraged to volunteer for the committee between July 1 and December 1 of each year. If more than one person volunteers from a department, the appointment will be made by the outgoing committee. In the absence of employee volunteers, Department Heads may be requested to appoint a member from their Department to serve on the committee.~~

IV. AWARDS:

Employee will receive a payroll check for the full amount of the award. ~~The Mayor will present a letter of congratulations to the employee who receives the Employee of the Year Award.~~

A. Years of Service Award

1. At the Annual Employee Appreciation Luncheon, employees will be recognized for their years of service to the City of Sebastopol and its citizens. The Annual Employee

Appreciation Luncheon will be held in July of each year.

2. Milestone anniversaries are five year, ten year, fifteen year, twenty year, twenty-five year, thirty years and each five-year increment beyond.

~~3. All non-temporary City Employees are eligible for this recognition program.~~

4. The length of service awards are granted by the City. Employees who serve in more than one department will only be eligible for one award based upon their earliest hire date.

5. Awards shall be as follows:

<u>Five (5) Year Service Anniversary</u>:
A. A Certificate Recognizing Years of Service
B. $50.00 cash
C. Recognition at the Annual Employee Appreciation Event
D. Timely recognition at a City Council Meeting

<u>Ten (10) Year Service Anniversary</u>:
A. A Certificate Recognizing Years of Service
B. $100.00 cash
C. Recognition at the Annual Employee Appreciation Event
D. Timely recognition at a City Council Meeting

<u>Fifteen (15) Year Service Anniversary</u>:
A. A Certificate Recognizing Years of Service
B. $150.00 cash
C. Recognition at the Annual Employee Appreciation Event
D. Timely recognition at a City Council Meeting

<u>Twenty (20) Year Service Anniversary</u>:
A. A Certificate Recognizing Years of Service
B. $200.00 cash
C. Recognition at the Annual Employee Appreciation Event
D. Timely recognition at a City Council Meeting
E. The employee's anniversary day off with pay, as permissible by scheduling.

<u>Twenty-Five (25) Year Service Anniversary:</u>
A. A Certificate Recognizing Years of Service
B. $300.00 cash
C. Recognition at the Annual Employee Appreciation Event
D. Timely recognition at a City Council Meeting
E. The employee's anniversary day off with pay, as permissible by scheduling.

Thirty (30) Year Service Anniversary and each five year increment beyond:

A. A Certificate Recognizing Years of Service
B. $400.00 cash
C. Recognition at the Annual Employee Appreciation Event
D. Timely recognition at a City Council Meeting
E. The employee's anniversary day off with pay, as permissible by scheduling

B. Retirement Award

1. It shall be the policy of the City of Sebastopol to honor any employee retiring after completing ten continuous years of regular service with the City of Sebastopol.

2. The employee shall notify their Department Head of their anticipated retirement date and the type of celebration desired. It shall be the Department's responsibility to structure a social function compatible with the employee's wishes. Each relevant Department (the Department from which the employee is retiring from) is authorized to spend up to $250.00 for an employee's farewell event, gift, or gift certificate.

~~C. Employee of the Year Award~~

~~1. Every year, all City employees may nominate another employee(s) for the Employee of the Year Award. The Employee of the Year will be selected from those nominations as the recipient who best represents ongoing, outstanding service, or noteworthy service above and beyond the call of duty.~~

~~2. The Employee of the Year will be recognized at the Annual Employee Appreciation Luncheon and will be awarded a Plaque and $150.00. All other nominees will also be recognized at the Annual Employee Appreciation Luncheon.~~

~~3. Selection of the Employee of the Year Award is conducted in the following manner:~~

~~a. Eligibility: All regular employees, volunteer firefighters, and reserve police officers are eligible. The Employee of the Year Award recipient is not eligible to receive the award the following year.~~

~~b. Nomination Procedure: Nomination forms will be available throughout the year in order to provide employees the opportunity to identify potential candidates. Nominations should include a brief justification of the employee's outstanding performance and may be based on a single event or a sustained effort by the employee. All completed nomination forms will be submitted to the Awards Committee by June 1st of each year.~~

~~c. Evaluation Committee: Nominations will be evaluated by the Awards Committee, from which the Employee of the Year will be selected based on the criteria submitted.~~

~~d. Nomination criteria may include but is not limited to:~~

~~1. Good attendance record~~
~~2. Extraordinary customer service~~
~~3. Productivity~~
~~4. Ability to get along with fellow employees~~
~~5. Outstanding performance and high quality of work~~
~~6. Special commendations~~

~~D. Above and Beyond Award (Optional):~~

~~1. This award provides the City with a means to recognize employees for going above and beyond their job duties. This award is intended to recognize an employee for a specific event, action or behavior that is:~~

~~a. Above and beyond the typical job duties of an employee~~
~~b. An extraordinary act, accomplishment or contribution that benefits the City or the community~~

~~2. This Award is reserved for one-of-a-kind acts or efforts, and is to be used to give an employee recognition for nonrecurring special acts or events that may otherwise be unrecognized.~~

~~3. City employees may nominate employees for the Above and Beyond Award. The Above and Beyond Award will be selected from those nominations.~~

~~3. The Above and Beyond Awardee will be recognized at the Annual Employee Appreciation Luncheon and will be awarded a Certificate of Appreciation.~~

~~4. Selection of the Above and Beyond Award is conducted in the following manner:~~

~~a. Eligibility: All regular employees, volunteer firefighters and reserve police officers are eligible.~~

~~b. Nomination Procedure: Nomination forms will be available throughout the year in order to provide employees the opportunity to identify potential candidates. Nominations should include a brief justification of the employee's specific event, action or behavior. All completed nomination forms will be submitted to the Awards Committee by June 1st of each year.~~

~~c. Evaluation Committee: Nominations will be evaluated by the Awards Committee, from which the Above and Beyond Award will be selected based on the criteria submitted.~~

E. Annual Employee Appreciation Luncheon

1. In July of each year, all City employees are invited to attend the Annual Employee

Appreciation Luncheon. This luncheon will be sponsored by the City and will award the opportunity to recognize employees~~. for the following awards: Years of Service Award and Employee of the Year Award.~~ The event will also allow the opportunity to express appreciation and recognition to all City employees for their dedication and hard work throughout the year.

F. Other Recognition

1. Verbal recognition and memos may be given anytime they are warranted as a "thank you" or as acknowledgment for a job well done. Memos may be given by peers or supervisors in recognition and appreciation for extra effort, high quality work, initiative, creativity, etc. Copies of memos should be sent to the recipient's supervisor and/or department head, as well as a copy put into their personnel file.

2. In addition to the Annual Employee Appreciation luncheon, there will be an employee luncheon held during the holiday season. This luncheon will be sponsored by one City work site each year. A full rotation of hosting sites will occur as follows:

   Corp Yard: Public Works/Engineering
   Police Department - 2016
   Fire/Building Departments
   City Hall: City Manager/City Clerk/Finance/Planning

   Each work site will be responsible for hosting the luncheon once every four years.

3. The City Clerk shall be responsible to send a reminder to the appropriate department manager(s) no later than June ~~November~~ 1, of each year.

4. Other employee get together events are encouraged throughout the year.

~~This policy may be reviewed annually by the outgoing committee members in August, for preparing recommendations to the City Council for changes.~~

Attachments:
~~Nomination Forms:~~

~~a. Award Nominations~~
~~b. Application to serve on the Award Committee~~

~~EMPLOYEE RECOGNITION AWARDS COMMITTEE~~

~~The awards committee appointed by the City Manager shall screen, evaluate and prioritize the nominations. The committee will be comprised of five representatives, plus an alternate, from different departments, including one City Council member, who volunteer to serve on the committee the following year.~~

~~Employee of the Year~~

~~Nominations will be evaluated by the Award Committee, from which the Employee of the Year will be selected based on the criteria submitted.~~

~~VOTING PROCEDURES FOR COMMITTEE~~

~~Committee members can nominate any employee for any award. At voting, a committee member would abstain (from that award vote) only if they are one of the nominees. Committee members can vote for their own nominees. All eligible committee members are required to vote. There may be less than five votes recorded for an award. The alternate committee member will vote only if one of the committee members is nominated (therefore ineligible to vote), or in the event of a tie vote.~~

~~SUGGESTED TIME LINE~~

~~Call for Nominations: March 1st - May 31st~~
~~(Nominations may also be submitted anytime during the fiscal year)~~

~~Deadline to Submit Nominations: June 1st~~

~~Review Period: June 1 - June 15th~~

~~Notify Nominees: June 16th~~

~~Employee Appreciation Luncheon: mid-July (Winners will be announced at the luncheon)~~