

SUBJECT EMPLOYEE RECOGNITION AWARDS:		No. FA-110.00-R
		Effective Date AUGUST 4, 1997
Issue Date: 02-09-98	Revision Date: 08-04-97	Revision No:

I. PURPOSE

1.1 To establish Department policy regarding Employee Recognition Awards.

II. SCOPE

2.1 This policy applies to all Department of Finance & Administration employees and supersedes all former Finance & Administration Department policies, procedures and directives related to Employee Recognition Awards.

III. POLICY

3.1 It is the policy of the Finance & Administration Department to recognize and acknowledge exemplary employees and supervisory staff through identifying and commending outstanding performance role models.

3.2 Awards will be given to the outstanding employee and the outstanding supervisor in the identified areas.

3.2.1 Supervisor is defined as anyone who schedules, supervises, evaluates work and prepares and administers EPE's. (See Attachment A for classifications identified as "supervisory".)

3.2.2 Employee is defined as anyone without supervisory responsibility.

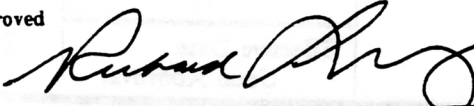
3.3 Criteria for recognition and acknowledgment will be consistent within the department.

3.4 The awards must be granted at least twice a year with the award period defined by the primary manager of the work group.

3.5 Recognition and acknowledgment will be based upon specified work groups or combinations of work groups. (See attachment B)

IV. PROCEDURE

4.1 It is the responsibility of all employees to identify and nominate other employees and supervisory staff who demonstrate outstanding performance and make major contributions to their work groups.

Approved 	Date Approved 8/4/97	Page 1 of 9
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- 4.1.1 Nominations must be submitted to the primary manager of the work group for each award period on the appropriate nomination form. (Attachment C & D)
- 4.1.2 Nominations and selections should be made within 30 days of the close of the award period.
- 4.1.3 Supervisors are not eligible for the Employee Award.
- 4.2 It is the responsibility of the selection teams to evaluate the nominations for Outstanding Employee and Outstanding Supervisor and select the recipients.
 - 4.2.1 The selection team for Outstanding Employee will consist of the primary manager of the work group or a volunteer manager from the combination of work groups and up to six other supervisors, as appropriate.
 - 4.2.2 The selection team for Outstanding Supervisor will consist of the primary manager of the work group or combination of work groups and up to six employee volunteers from the appropriate group/s.
 - 4.2.3 The primary manager has the responsibility for verifying that the nominee qualified based on 4.3.2 and 4.3.4 or 4.4.2 and 4.4.4 below.
- 4.3 Evaluation criteria for Outstanding Employee will include:
 - 4.3.1 Basis of nomination, as detailed on nominating form. (Attachment C)
 - 4.3.2 Meets or exceeds all performance standards and requirements as evidenced by a 3.0 or above on the most recent performance evaluation.
 - 4.3.3 Demonstrates teamwork with peers.
 - 4.3.4 Meets attendance and punctuality standards.
 - 4.3.5 Makes a major contribution toward meeting the mission of the workgroup.
- 4.4 Evaluation criteria for Outstanding Supervisor will include:
 - 4.4.1 Basis of nomination, as detailed on nominating form. (Attachment D)

Subject	No. FA-110.00-R	Page	
	EMPLOYEE RECOGNITION AWARDS	Effective Date Upon Approval	2 of 9

- 4.4.2 Meets or exceeds all performance standards and requirements as evidenced by a 3.0 or above on the most recent performance evaluation.
- 4.4.3 Demonstrates teamwork with peers and subordinates.
- 4.4.4 Meets attendance and punctuality standards.
- 4.4.5 Makes major contribution toward the goals of the department. office.
- 4.4.6 Supervisor's work group meets or exceeds all performance standards.
- 4.4.7 Demonstrates consistent and effective two-way communication with employees.
- 4.4.8 Strongly promotes employee development and advancement.
- 4.4.9 Serves as role model and personifies integrity and veracity.
- 4.4.10 Demonstrates a leadership style of guidance and motivation to others through effective allocation of resources and delegation of responsibilities.
- 4.5 Nominations for Outstanding Employee and Outstanding Supervisor Awards must be submitted on the appropriate nominating form. (Attachment C or D) The basis for the nomination must be identified and should include reference to the stated criteria as appropriate.
- 4.6 Meetings of the respective evaluation teams will be convened by the primary manager of the work group. The evaluation teams will assess and select the recipients based on the nominating statements and the specified criteria.
- 4.7 The evaluation teams may choose to make no award.
- 4.8 The primary manager of the work group/s shall recognize the selected Outstanding Employee and Outstanding Supervisor as follows:
 - 4.8.1 A letter of recognition presented to the recipient, with a copy submitted for their personnel file.
 - 4.8.2 A certificate of appreciation to be awarded to the recipient.
 - 4.8.3 Acknowledgment in the recipient's Employee Performance Evaluation.

Subject	No. FA-110.00-R	Page
EMPLOYEE RECOGNITION AWARDS	Effective Date Upon Approval	3 of 9

- 4.8.4 Acknowledgment in office highlights and at group staff meetings.
- 4.8.5 Communication of the work group/s selections to the F&A Director and other F&A groups.
- 4.9 The primary manager of the work group/s shall recognize in staff meetings all candidates nominated for the staff recognition awards.

Subject	No. FA-110.00-R	Page 4 of 9
	EMPLOYEE RECOGNITION AWARDS	
	Effective Date Upon Approval	

Attachment A

MANAGERS/SUPERVISORS

Accounting Services Supervisor
Administration Manager
Administrative Supervisor
Assistant Director
Assistant Purchasing Agent
Auditor IV
Cable Access Operations Manager
Cable Access Program Supervisor
Chief Administrative Officer
Clerical Section Supervisor
Communications Technician Supervisor
Contract Administrator
Deputy Assistant Director
Deputy Director
Deputy Tax Assessor/Collector
Division Manager
Financial Analyst IV
Information Systems Administrator
IRM Manager
Mailroom Supervisor
Management Analyst IV
Office Supervisor
Operations Manager
Operations Supervisor
Payroll Supervisor
Purchasing Agent
Purchasing Supervisor
Regulatory Manager
Regulatory Supervisor
Reproduction Supervisor
Storeroom Supervisor
Surplus & Salvage Supervisor
*Systems Consultant
Word Processing Supervisor
9-1-1 PSAP Manager
9-1-1 PSAP Supervisor

*Serves as supervisor in certain areas

Subject	No. FA-110.00-R	Page	
	EMPLOYEE RECOGNITION AWARDS	Effective Date Upon Approval	5 of 9

Attachment B

WORK GROUP/COMBINATION WORK GROUPS FOR EMPLOYEE
RECOGNITION AWARDS

- I Financial Services
- II Network/communication Management
- III 9-1-1 & Municipal Cable
- IV Information Services at 500 Jefferson
- V Information Services at 1400 Lubbock
- VI Business Office, Central Payroll, Director's Office & Emergency Management
- VII Fleet & Environmental Management, Records Management & Fixed Assets
- VIII Regulatory & Development Services
- VIX Procurement Services
- X Collection Services

Subject	EMPLOYEE RECOGNITION AWARDS	No. FA-110.00-R	Page	
		Effective Date Upon Approval	6	of 9

Attachment C

OUTSTANDING EMPLOYEE RECOGNITION AWARD
FINANCE & ADMINISTRATION DEPARTMENT

Nomination Form

Nominee: _____

Division/Section: _____

Award Period: Monthly _____ Quarterly _____ Semi-annually _____

Nominated By: _____ Date: _____

Describe the reason/s for the nomination: _____

Describe how the nominee participates in the efforts of the team: _____

Describe how this performance contributes toward meeting the mission of the work group: _____

Complete all relevant sections of the nominating form (use the back of this form if necessary), and be sure to identify yourself. Nominations must be submitted to the primary manager of the work group within two weeks after the close of the award period.

Subject EMPLOYEE RECOGNITION AWARDS	No. FA-110.00-R	Page 7 of 9
	Effective Date Upon Approval	

Attachment D

OUTSTANDING MANAGER/SUPERVISOR RECOGNITION AWARD

FINANCE & ADMINISTRATION DEPARTMENT

Nomination Form

Nominee: _____

Division/Section: _____

Award Period: Monthly _____ Quarterly _____ Semi-annually _____

Nominated By: _____ Date: _____

Describe the reason/s for the nomination: _____

Describe how the nominee contributes to and develops the team: _____

Describe how this performance contributes toward meeting the mission of the work group: _____

Subject

EMPLOYEE RECOGNITION AWARDS

No. FA-110.00-R

Effective Date
Upon Approval

Page

8 of 9

Describe how the nominee serves as a role model: _____

Describe how the nominee encourages training and employee development: _____

Describe the nominee's leadership style: _____

Complete all relevant sections of the nominating form, and be sure to identify yourself. Nominations must be submitted to the primary manager of the work group within two weeks after the close of the award period.

Subject

EMPLOYEE RECOGNITION AWARDS

No. FA-110.00-R

Effective Date
Upon Approval

Page

9 of 9