



# ADMINISTRATION AND REGULATORY AFFAIRS DEPARTMENT

## Departmental Policy

Subject: **Service & Perfect Attendance Award Program**

Policy No.

**4-25**

Effective Date:

**Upon Approval**

### 1. AUTHORITY

- 1.1 Mayor's Policy # 205.00, Service Awards and Code of Ordinance Article XVI, Section 2-503, Director--Powers and Duties.

### 2. PURPOSE

- 2.1 Establish a policy and procedure for a department service and perfect attendance award program.

### 3. OBJECTIVES

- 3.1 To establish a procedure to recognize long and faithful service and perfect attendance by presenting awards to eligible employees in accordance with the guidelines set forth below.
- 3.2 To outline the criteria for perfect attendance, for purposes of this policy.
- 3.3 To ensure fair and equal treatment of all types of leave for perfect attendance awards.

### 4. DEFINITIONS

- 4.1 Absence - Any time an employee is not present at the assigned work area during scheduled work periods for other than authorized City related business.
- 4.2 AWOL - Away without Leave.
- 4.3 Docked time - A deduction in normally credited work hours that impacts pay; the result of AWOL.
- 4.4 Emergency/Unscheduled Vacation - Vacation requests submitted less than one week (7 days) prior to requested time off.
- 4.5 FMLA - Family and Medical Leave Act.
- 4.6 Leave of Absence - A period of time that one is to be away from his/her job with the City of Houston, while maintaining the status of employee.
- 4.7 PSRW - Public Service Recognition Week.

Approved:

A handwritten signature in blue ink, appearing to be "M. J. [unclear]".

Date Approved:

4/11/2010

Page 1 of 3

## 5. SCOPE

- 5.1 This policy applies to all permanent full-time employees reporting to the Director of Administration & Regulatory Affairs (ARA).

## 6. RESPONSIBILITIES

### 6.1 The Administrative Services Division:

- 6.1.1 Is responsible for obtaining the ARA Department's list of employees eligible for a service award from the Human Resources Department.
- 6.1.2 Is responsible for obtaining a SAP attendance report from the ARA, Payroll Services Division to verify ARA employees with perfect attendance.
- 6.1.3 Shall report service and perfect attendance award recipients to the Director of ARA annually.
- 6.1.4 Shall coordinate the production and preparation for the awards.
- 6.1.5 Shall schedule the presentation for the awards, typically during the period that PSRW ceremonies are being held.
- 6.1.6 Shall form a departmental cross-section planning committee and secure an appropriate venue.

## 7. PROCEDURES

### 7.1 Service Awards

- 7.1.1 An employee receives a service award upon completion of five (5) years of continuous service and at the end of every five years of continuous service thereafter.
- 7.1.2 Service awards to employees with thirty years or more shall be presented by the Mayor. Employees with thirty years or more shall also be recognized by the employee's Department Head.
- 7.1.3 Service awards to employees with twenty-five years or less shall be presented by the employee's Department Head.

### 7.2 Perfect Attendance Awards

- 7.2.1 Perfect attendance awards are based on the employee's attendance record from the preceding full calendar year.
- 7.2.2 An employee is eligible for a perfect attendance award if they meet the following attendance criteria outlined below:
  - 7.2.2.1 Zero sick usage.
  - 7.2.2.2 Zero dock time.
  - 7.2.2.3 Zero FMLA sick, donated sick and unpaid time.
  - 7.2.2.4 Zero Workers Compensation time.

7.2.2.5 Zero leave of absence time (voluntary or involuntary) – such as a thirty day leave of absence, suspension or a decision making leave day (not all inclusive).

7.2.2.6 Less than 5 incidents or 24 hours of emergency/unscheduled vacation.

### 7.3 Policy Exceptions

7.3.1 Policy exceptions and/or violations shall be brought to the attention of the Department Director for review and recommended course of action. The Department Director is the final decision maker and has the sole authority to interpret this policy and apply any amendments deemed necessary.