

	EMPLOYEE RECOGNITION PROGRAM	Page 1 of 2
Original Issue Date: 04/16/19	Last Reviewed: 05/01/19	Revision Number: 0

PURPOSE AND SCOPE

To recognize employees who exemplify outstanding service in the categories of customer service, teamwork, performance excellence, productivity and efficiency, and professional development.

DEFINITIONS:

Blind Reviewed: The process by which the nominee’s name will be removed from the nomination by the Human Resources Administrator prior to the Employee Recognition Committee reviewing.

Customer Service: Dedicated to fulfilling job responsibilities; Demonstrates good customer service skills.

Employee Recognition Committee: The Human Resources Administrator and a group of seven (7) employees from various City departments whose role is to identify, develop, and implement a recognition program for City employees; There shall be three (3) employee representatives consisting of pay grade 7 and below, one (1) employee representative from the IBEW Union, and three (3) management representatives consisting of pay grade 8 or above; Employee representatives may volunteer to serve a two (2) year term and are appointed by their supervisor; Management representatives serve as business needs dictate but not longer than a two (2) year term.

Performance Excellence: High overall quality of performance; Accurately completes work assignments on time; Controls high stress situations tactfully and calmly; Takes initiative; Requires little supervision; Willingness to learn and take on new responsibilities; Ability to train others and gladly willing to do so.

Productivity and Efficiency: Demonstrates exceptional initiative to improve the productivity and efficiency of the work unit by offering ideas to reduce cost of operations and increase efficiency while continuing to provide quality services to our customers; Exhibits respect and care for the tools, vehicles, equipment and other resources entrusted to him/her, treating those resources as if they were her/his own.

Professional Development: Ongoing continuing education; Completion of a degree, certification or license.

Teamwork: Displays a helpful, cooperative and positive attitude toward superiors and co-workers; Consistently friendly and available to others; Uses effective listening skills; Has a team player attitude; Voluntarily assists co-workers in order to complete important department projects.

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APPLICABILITY

This policy applies to all regular, full-time employees.

GENERAL GUIDELINES:

1. All nominations will be submitted using the online Employee Recognition Nomination Form.
2. The nominator is required to provide comments and specific examples as to how the employee meets the selection criteria.
3. Employees can be nominated by fellow employees or the public.
4. The nominations will be blind reviewed by the Employee Recognition Committee monthly.
5. The monthly winner will receive a \$50.00 gift card (Walmart, Wawa, Downtown Milford, Inc., or Amazon).
6. From the monthly winner, an annual winner will be selected by the Employee Recognition Committee.
7. The annual winner will receive one (1) paid day of leave.
8. All winners will receive recognition quarterly at a City Council meeting.
9. Winners are responsible for any tax consequences of the award.

PUBLIC RECORDS

Not Applicable.

VIOLATIONS:

Not Applicable.