

	<b>SPECIAL PERFORMANCE AWARDS</b>	Page 1 of 2
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**PURPOSE AND SCOPE**

To recognize employees for sustained, exceptional performance and/or significant contributions above and beyond normal performance expectations. May be awarded to an individual or team.

**DEFINITIONS:**

*Exceptional Performance:* Performance consistently or far exceeded expectations.

*Special Performance Award:* A one-time award, up to \$250.00 for individuals and \$500.00 for teams.

**APPLICABILITY**

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

**GENERAL GUIDELINES:**

1. As a result of exceptional performance on a sustained basis, on a special project, task or initiative, or crisis, a Department Director may recommend that an employee/team in his/her department be considered for a Special Performance Award.
2. The recommendation must be submitted to the City Manager for approval.
3. The award amount will be determined by the Department Director and City Manager.
4. The program may be suspended or discontinued due to financial or other constraints at the discretion of the City.

**PUBLIC RECORDS**

Not Applicable.

**VIOLATIONS:**

Not Applicable.