



Council Action and Executive Summary

Item # 11 Ordinance/Resolution# 12-136

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of February 6, 2012
(Adoption Date)

TITLE: A RESOLUTION REPEALING RESOLUTION 02-222, AND DIRECTING THE CITY MANAGER TO PUBLISH ALL CURRENT CITY MANAGER POLICIES.

PURPOSE(S) OF ACTION:

Repeal resolution 02-222 for City Manager Policy 1.5 Employee Rewards and Recognition.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> Andre Moquin	<u>Department/Section:</u> Human Resources	<u>Phone:</u> 528-3401
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

In November 2001 the City Council approved a resolution for an employee rewards and recognition program. One of the established strategic goals is to promote and increase participation in employee recognition and reward programs.

The current City Manager Policy is prescriptive in terms of available offerings for rewards and recognition. A recent survey of City employees was conducted and revealed the need to modify City Manager policy 1.5 to better correlate recognition offerings with what is valued by the City's employees. Repealing the previous resolution would provide flexibility for the revision of the City Manager Policy allowing for a greater variety of offerings and the ability to customize and match various reward and recognition items to meet the desires of recognized employees.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", 02-222.

SOURCE OF FUNDING:

Is this action already budgeted? N/A			
	Yes	<input type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from:
<input type="checkbox"/>		Proposed funding is from a new revenue source (i.e. grant; see details below)	
<input type="checkbox"/>		Proposed funding is from fund balance in the Fund.	
Does this action create any revenue?			
	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: in the amount of \$ _____ for FY__.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

N/A

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
N/A	N/A	N/A	N/A	N/A	N/A

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will repeal resolution 02-222.
2. Vote "No"; this will leave resolution 02-222 in place.

REFERENCE INFORMATION:

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

N/A

RESOLUTION NO. 12-136

A RESOLUTION REPEALING RESOLUTION 02-222, AND DIRECTING THE CITY MANAGER TO PUBLISH ALL CURRENT CITY MANAGER POLICIES.

The City Council is informed that:

WHEREAS, in November, 2001 the City Council approved by resolution an employee rewards and recognition program; and

WHEREAS, a recent survey of City employees indicates that changes to City Manager Policy 1.5 are warranted; and

WHEREAS, repealing resolution 02-222 would allow the formulation of a new City Manager Policy.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT resolution 02-222 is repealed.

(II)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 20____.

APPROVED:

(SEAL)

Mayor

ATTEST:

City Clerk

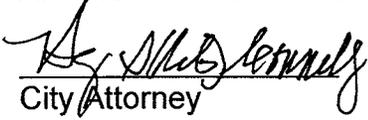
VOTE:

Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Smith: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Thomas: _____

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:


City Attorney

RESOLUTION NO. 02-222

A RESOLUTION ADOPTING AN EMPLOYEE REWARD AND RECOGNITION PROGRAM TO RECOGNIZE EMPLOYEES FOR OUTSTANDING SERVICE AND INCENTIVES FOR EMPLOYEE SUGGESTIONS THAT RESULT IN COST SAVINGS OR ADDED EFFICIENCY IN THE PROVISION OF SERVICES TO THE PUBLIC.

The City Council of the City of Las Cruces is informed that:

WHEREAS, the City Manager has developed an Employee Reward and Recognition Program with input from employees within the organization to identify, recognize, and reward outstanding accomplishments and innovative ideas, and

WHEREAS, the City Council will provide recognition to employees who exhibit exceptional services to the community, and

WHEREAS, improvements to current operating procedures of the City may be attained through the innovative ideas of City employees, and

WHEREAS, the City Councillors, in an effort to promote an atmosphere of creativity, desires to establish incentives for employees who submit suggestions resulting in identifiable cost savings, and

WHEREAS, the City Council declares that any incentive or recognition awarded an employee which benefits the community as a whole serves a public purpose.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces that:

(I)

THE City Council hereby approves the Employee Reward and Recognition Program as shown in Exhibit A.

(II)

THE City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

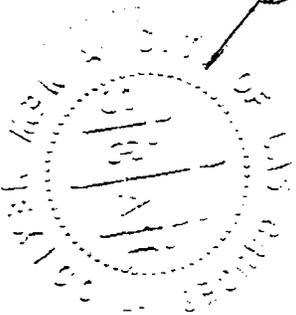
DONE AND APPROVED this 5th day of November 2001.

APPROVED:



Mayor

ATTEST:


City Clerk

Mayor Ruben Smith	<u>aye</u>
Councillor Fietze	<u>aye</u>
Councillor Mattiace	<u>aye</u>
Councillor Valencia	<u>absent</u>
Councillor Trowbridge	<u>aye</u>
Councillor Tomlin	<u>aye</u>
Councillor Haltom	<u>aye</u>

Moved by: Tomlin

Seconded by: Fietze

APPROVED AS TO FORM:


City Attorney

EXHIBIT A*City of Las Cruces*

CMP # 1.5
Effective Date:
Revised:

Subject: Employee Recognition and Reward Program**I. PURPOSE**

This employee recognition program demonstrates a commitment by the City of Las Cruces to acknowledge the performance and achievement of employees in contributing to the organization's goals and work environment. The various programs recognize employees individually, and as members of teams/workgroups, for their performance and acknowledges their contributions are an essential component of the City's performance. The program also allows the City to demonstrate to the public the high levels of achievement in their local government.

Objectives:

- To develop a standard of excellence by recognizing achievements on an individual or team basis.
- To recognize those individuals or teams who/which demonstrate an exemplary achievement, but not to award performance that is expected of staff.
- To recognize and promote employee performance and involvement.

II. GUIDING PRINCIPLES OF RECOGNITION

1. Link recognition to the city's goals and objectives.
2. Provide equity in the distribution of recognition.
3. Give recognition for actions that produce positive and measurable outcomes.
4. Give recognition in a timely manner.
5. Encourage teamwork and cooperation.
6. Provide flexibility for recognition decisions.

III. JUSTIFICATION

Documentation of each type of award on the Reward & Recognition Form, is required and shall be forwarded to the Human Resources Department. However, justification for awards should be simple and streamlined. The documentation will become a part of the employee's official personnel file.

IV. FUNDING

The funding for the honorary awards is from the Rewards & Recognition budget, established on an annual basis.

V. EMPLOYEE RECOGNITION TEAM

Sections of this program refer to the Employee Recognition Team. This team is comprised of the City Manager or his/her designee, and one employee from each department representing various job classes of the workforce (administrator, professional, technical, administrative support, blue collar, police and fire). The nine (9) member Team will be nominated and voted on by the employees in each job category and will serve for two (2) years. In addition, the Internal Auditor will serve on the Innovative Idea Committee. The City Manager will designate an individual to serve as Program Administrator.

VI. PROGRAM COMPONENTS

The recognition and rewards program consists of Letters and Certificates, On-the-Spot Awards, Excellence in Action Awards, and Time-Off Awards, Innovative Idea Awards and an Excellence in Government quarterly award , annual Teamwork Spirit of Excellence Award, Service Excellence Award, Excellence in Management Award and Service Awards.

While there are limitations on the number of times a single employee can receive a particular award, an employee may earn different awards within the year.

All pay incentive awards made to employees are considered wages and subject to FICA, Medicare, federal and state income tax withholding.

Employees may not appeal or grieve decisions to grant or not to grant monetary or non-monetary recognition or amounts of monetary recognition.

The City reserves the right to modify or discontinue these programs singularly or as a group at any time.

Excellence in Action

Description:

The Excellence in Action Award strives to identify those individuals who have enhanced the City's image and community quality of life through continued excellence in job performance. Individuals to be recognized should have made a significant contribution to the City organization.

Examples of what should be recognized include:

- Employees who have shown consistently high levels of productivity,
- Employees who have successfully coordinated a major project,
- Employees who have enhanced the image of the department and the City through consistent extra assistance to citizens and/or fellow employees,
- Individuals who have demonstrated consistent measurable higher productivity in their daily work performance,
- Employees who have initiated and then implemented a major productivity enhancement or service enhancement to the public.

The program is not intended to recognize: Suggestions by employees, length of service, or single work performance acts.

Eligibility:

All full-time and part-time regular, current and active employees of the City with 12 months or more of satisfactory service, excluding the City Manager, Department Directors, and Section Administrators and Managers are eligible. No employee currently on suspension or working with an active Performance Improvement Plan is eligible.

Individual employees may receive up to two (2) Excellence in Action awards in a fiscal year.

Procedure:

Any employee, line supervisor, or member of the general public will be able to recommend an employee for an Excellence in Action Award. Section Administrators/Managers are encouraged to solicit suggestions from their supervisors and staff who deserves the recognition. The Section Administrators/Managers will make the final determination on whether the award will be given based on the criteria outlined above.

Once the Section Administrator/Manager has determined that an employee deserves recognition, he/she will write a memorandum to the employee outlining the specific reasons that the employee is being recognized. A copy of this memo will be sent to both the employee's personnel file, the Employee Recognition Committee and the City Manager. It is important to stress that the Section Administrator/Manager is personally responsible for writing this memorandum in order to maintain the credibility and value of the program.

The recognition will consist of an "Excellence in Action" certificate and a letter of appreciation from the Section Administrator/Manager. A copy of both should be forwarded to Human Resources for inclusion in the employee's personnel. Each recipient will also receive a voucher for

merchandise from the Award store. The recognized employee will be able to select any item of their choosing by presenting their certificate to the Human Resources Department. Most items will be available for same-day pickup and presentation. The Administrator/Manager will present the "Excellence in Action" certificate and a letter of appreciation to recipients at a staff meeting.

The Employee Recognition Committee will submit a quarterly "Excellence in Action" report to the City Manager.

Time-Off Award

Description:

This award may be granted, without loss of pay or charge to leave balance, in recognition of superior accomplishment or other personal effort (individual or group) that contributes to the quality, efficiency, or economy of city operations. The following are examples of achievements for which this award may be appropriate:

- High quality contribution involving a difficult or important project or assignment.
- Special initiative and skill in completing an assignment or project before the deadline.
- Initiative and creativity in making an improvement to an activity, program, or service.
- Contributions to the mission of the organization during a difficult period by successfully completing additional work or a project assignment while maintaining the regular workload.

The authority to grant up to a full day of time off as an incentive award may be delegated to any leave approving official of the Section or Department. A full day is the length of the scheduled workday for the particular employee being recognized on the day that the time off is given. Supervisors who grant time off as an award must ensure that the total recognition granted for any single achievement is proportionate to the contribution being recognized.

Eligibility

All full-time and part-time regular, current and active employees of the City with 12 months or more of satisfactory service, excluding the City Manager, Department Directors, and Section Administrators/Managers are eligible. No employee on suspension or working with an active Performance Improvement Plan is eligible.

Award Amounts

The total amount of time off granted to a full-time regular employee as an incentive award during a fiscal year shall not exceed 16 hours. Total time off granted as an incentive award during a fiscal year to a part-time regular employee shall not exceed the average number of hours of work scheduled for two workdays.

The minimum time off award is a half-day (half of the scheduled work hours for the employee on the day of the excused absence). If the employee's workday is not an even number of hours, the half day must be rounded up so that the amount of leave granted is in multiples of one-hour units.

Processing Time Off Awards

The supervisor will complete the Recognition and Reward Form and must include the date(s) of achievement, a brief description of the contribution, and resultant benefits. The form must be filled out, signed by the employee's supervisor, and submitted to the Department Director for review, as soon as possible, to assure that all technical requirements are met before the time off may be taken.

The Department Director will notify the recommending supervisor of the disposition of the award within three (3) working days and provide them with the Time-Off Certificate, if approved. A copy of the award certificate and justification will be placed in the employee's official personnel file.

Time off taken by the employee must be documented in the payroll system as an excused absence and the Time-Off Certification must be attached to the timesheet during the pay period the time off is taken. A copy of the timesheet and Time-Off Certification shall be submitted to the Program Administrator when the leave is taken.

Use of Time Off

Time off granted as an incentive award must be scheduled and taken within 120 calendar days after the date the award is made. If the time is not taken off within 120 days, it is lost and will not be restored. No other award or compensation may be substituted for it.

Employees who receive a Time-Off Award must obtain supervisory approval when scheduling their time off and turn in their Time-Off Certificate.

If an employee is incapacitated for duty during a period of time approved for use of the Time-Off Award, that period of absence may be recorded as sick leave with sufficient medical documentation of the incapacity, and the time off scheduled for another time, within the limits of described in the previous paragraph.

Innovative Idea Award

Description

The purpose of the Innovative Idea Award Program is:

- To stimulate employees to examine the manner in which routine operations are carried out and to offer suggestions for improving the economy, effectiveness, safety, and quality of municipal work.
- To provide employees with an opportunity to participate in the management of the City's operations by providing a channel through which employees can communicate ideas to management.
- To recognize and provide awards for suggestions that directly contribute to a reduction in cost and thereby produce tangible cost savings to the City.

Awards may be given to individual employees or groups of employees.

Definitions

"Suggestion" is a written proposal submitted to the Innovative Idea Program on the City of Las Cruces Employee Innovative Idea form that clearly defines a specific device or method:

- (1) to do any job system or procedure better, quicker, easier, safer, and/or at less cost;
- (2) to handle additional workload within existing staffing;
- (3) to produce improved efficiency;
- (4) to improve the quality of service to citizens.

"Tangible Suggestion" is one which produces a measurable cost saving or increase in revenue.

Eligibility

Full-time and part-time regular employees of the City are eligible to participate in the Employee Suggestion Program except for the following:

- A. City Manager, Department Directors, Section Administrators and Managers
- B. Employees whose duties concern administrative planning and research, whose normal duties including the making of suggestions, or who are expected as part of their job to have ideas for improvement and to act upon them.
- C. Employees who are assigned a particular problem to solve that is within the scope of their duties and responsibilities are not eligible for an award for any improvement developed as a result of that assignment, unless the suggestion has wide application surpassing the scope of the assignment.
- D. Employees serving on special committees which have been charged with specified assignments.
- E. Employee's on suspension or working with an active Performance Improvement Plan is eligible.

Any eligible employee submitting a suggestion shall not lose his or her eligibility by reason of becoming ineligible subsequent to submission of the suggestion, if the suggestion is implemented within one year of submittal.

Suggestion Eligibility

An eligible suggestion may be new and original, or may involve a new application of an old idea. A suggestion may be eligible if it contributes to the efficiency, economy, or other improvement of City operations.

To qualify for consideration, a suggestion must outline a problem and recommend a solution.

Eligible suggestions may include, but are not limited to:

- Improving methods and procedures to increase efficiency;
- Saving time, labor, space, material, or supplies;
- Improving tools and materials;
- Improving administrative or operations techniques and practices;
- Eliminating unnecessary procedures, records, and forms;
- Eliminating bottlenecks, delays, duplication, spoilage;
- Improving services to the public;
- Improving safety, health or working conditions

Ineligible Suggestions

The following types of suggestions are NOT eligible for consideration for a suggestion award:

- General complaints, personal grievances, or expressions of dissatisfaction.
- Suggestions proposing salary increases, job reclassifications, liberalization of leave policies and similar changes in compensation and benefits.
- Matters already and specifically under study or review by management.
- A duplicate of another suggestion already under study.
- A duplicate of another suggestion which has been considered within the past 12 months.
- Proposals to have a "survey," "study," or "review" with a course of action to be taken in accordance with the findings.
- Matters requiring adjudication.
- Matters requiring State legislative action.
- Stricter enforcement of existing rules, regulations and laws within or outside the City.
- Suggestions which only recommend increasing rates for existent taxes, fees, licenses.

The eligibility of unusual or borderline suggestions will be determined by the Innovative Idea Committee.

Awards

At the beginning of each budget year, an Innovative Idea Fund not to exceed \$3,500.00 will be budgeted for to support the program through the following twelve-month period.

Awards for adopted suggestions shall be made as follows:

1. One award of up to \$1,000
2. One award of up to \$500
3. One award of up to \$400
4. One award of up to \$300
5. One award of up to \$200
6. One award of up to \$100
7. Ten awards at \$50 each

8. Ten awards consisting of one day paid time off for the number of daily hours the employee works, but not to exceed 10 hours.

Group Awards

The amount of an award for a suggestion jointly submitted by a group of employees will be determined on the same basis as if the suggestion had been submitted by one employee. The amount will be prorated among those employees making the suggestion.

There is no automatic guarantee that the highest awards will be awarded simply because they exist. The importance of each suggestion and its value to the City will determine whether or not an award will be made and the amount of the award.

At the end of each budget year, the Employee Recognition Committee will meet to evaluate all adopted suggestions to determine the order of importance/value of each suggestion and make a determination of importance and value to the City and will recommend to the City Manager of awards in descending order.

Upon notification of a decision from the City Manager, the Employee Recognition Committee will notify the individual submitting the idea of the outcome and will work with the Department Director and other City staff to provide appropriate awards.

Payment of Awards

An idea must first be implemented before an award can be made. The length of time necessary for thorough evaluation will be determined by the Committee prior to implementation. An evaluation period will not exceed one year and the person who made the suggestion will be notified of the evaluation deadline.

If the applicability of a suggestion cannot be readily determined, a test or trial period may be implemented. The length of a test period will not exceed one year. If, after testing, the suggestion is proven to be applicable, the established award procedure will become effective.

If the evaluating department modified an employee's idea and adopts the idea in a different form, the employee is eligible for an award if the employee's idea was directly responsible for management's taking action.

Cash awards made through the Innovative Idea Suggestion Program are subject to applicable withholding taxes. All monetary payments will be paid by a separate check and subject to tax withholding but not PERA deduction.

Waiver of Rights and Interest

The submission of a suggestion pursuant to this policy will constitute a waiver of any and all claims of rights or interests in the suggestion by the eligible employee against the City. Suggestions which involve patentable or non-patentable inventions shall be eligible for awards. If a suggestion results in patent rights, the City shall own these rights if a monetary award is given and accepted.

Approval of the City Manager

All awards require the approval of the City Manager before they can be approved for payment by the Finance Department.

Employee Suggestion Administrator

The Employee Recognition Team, comprised of the City Manager or his/her designee, Internal Auditor, Human Resources Manager and one representative from various job classes of the workforce (administrator, professional, technical, administrative support, blue collar, police and fire), will appoint or elect one person from within the committee to serve as Innovative Idea Program Administrator. The duties of the of Administrator will be to provide the necessary supervision of the program within the framework of these guidelines:

1. To receive, record and acknowledge receipt of suggestions.
2. To insure that each employee's anonymity is maintained.
3. To determine which Department Director should evaluate each suggestion and to follow up as needed to ensure the timely return of written evaluations.
4. To secure additional information from persons who make suggestions and from evaluators as necessary.
5. To keep employees informed of the progress and final disposition of their suggestions.
6. To process for the City Manager's signature, the necessary paperwork related to the payment of awards.
7. To prepare an annual report on the operation of the program.
8. To prepare annual budget estimates for operation of the Innovative Idea Program.

Publicity

The Public Information Office, with assistance of the Administrator, will establish and implement a program of publicity to stimulate, maintain, and increase employee participation in the program and will be responsible for arranging award presentations.

Procedure for Submitting Suggestions

An innovative idea must be submitted on the approved Innovative Idea Form, which can be obtained from the Human Resources Department and Department Directors. The employee submitting the innovative idea must provide appropriate justification for the idea and submit the form to the Innovative Idea Committee through the Human Resources Department.

All submittals will be reviewed and receipt of all submittals will be acknowledged in writing.

1. The employee submits a completed suggestion form to the Employee Innovative Idea Program, Room 132, City Office Center. The form must be complete and include:
 - The situation that existed prior to the recommendation for change.
 - The innovation/creativity that would improve service delivery/productivity.
 - How the recommendation would improve the effectiveness or efficiency of the organization.
 - The measurable savings in cost and/or time the recommendation would result in.
 - The name and title of the employee or each team member (if applicable)
2. The suggestion form is dated, time stamped and entered into a log.
3. The employee is sent an acknowledgement receipt letter. Each suggestion received will be checked against the files to avoid duplicate suggestions. Suggestions that meet the requirements for the program will be assigned a number and meaningful title and receipt of the suggestion will be promptly acknowledged.
4. The Administrator will return a submission to the suggester without assigning a number and title when the suggestion duplicates a previous suggestion, fails to meet the

requirements/definitions outlined above, or duplicates a policy, procedure, practice or device already documented or being contemplated, whether in use or not.

The Evaluation Process

The Administrator will determine if the employee is eligible to submit the particular suggestion and if the suggestion submitted is eligible for consideration.

The Administrator will screen submittals to determine which department has the technical expertise to evaluate the idea. The submittal will be forwarded for evaluation to the appropriate Department Director. One or more technically qualified employees will be assigned to evaluate each idea. When requested by the Innovative Idea Committee, departments will be contacted to determine if a pilot study is feasible to determine the validity of the idea. The pilot test does not guarantee an award. During the test period the department will maintain appropriate cost and/or savings information to allow the Committee to evaluate the merits of the idea.

The person who made the suggestion is kept periodically informed on the progress of the suggestion, if an unusual delay occurs before or after evaluation. Any suggestion submitted by an employee will be responded to within sixty (60) days. This response will include a decision as to whether the suggestion has been accepted in whole or in part, as well as an explanation why the suggestion cannot be accepted.

After receipt of the Department Director's evaluation of and recommendation concerning a suggestion, the Internal Auditor will review all pertinent data and make a recommendation on the suggestion vis-à-vis adoption/rejection; to the Administrator. The evaluation will include the following data:

- A commitment as to how and when the suggestion will be placed in operation.
- An estimate of annual savings and benefits
- Evidence showing the worth of the accomplishment in terms of tangible results achieved.
- Relevant evidence, for example, might be more effective operations or lower costs.
- Show in detail how the achievement was a remarkable or unusual performance.
- How the improvement or implementation of innovations, programs, or practices bring about the significant enhancement of operations and/or public image.

The Administrator will review all recommendations with the City Manager. Once the City Manager has accepted the recommendation and approved an award, the employee and his/her Department Director will be notified. If a suggestion is not recommended and approved for implementation and award, the Program Administrator will notify the employee giving a complete explanation as to why the suggestion could not be adopted.

The determinations of the Program Administrator, Internal Auditor and City Manager shall be final and not subject to the City's Grievance procedure or other appeal processes.

Awards will be made at the end of each fiscal year, following implementation of the suggestion based on an analysis of actual savings and overall positive impact on the organization by secret ballot.

Responsibility of Operating Officials

It is the responsibility of each Department Director to encourage and promote employee participation in the Innovative Idea Program. Department Directors and their designated staff

will respond in a timely basis to requests for assistance in evaluating any suggestion concerning activities under their supervision.



Innovative Idea Program Suggestion Status Report

Summary of the Suggestion

Status

- | | | | |
|--------------------------|-----------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Implemented | <input type="checkbox"/> | Investigation Pending |
| <input type="checkbox"/> | Not Implemented | <input type="checkbox"/> | Other |

Projected First Year Value

Projected Ongoing (annual) Value



Innovative Idea Program Suggestion Transmittal

(Please type or print clearly)

Name:

Department/Section

Telephone:

Please attach additional sheets, sketches, etc., as may be necessary to give a clear picture of your idea. There is no limit to the number of suggestions an employee may submit. However, each Suggestion Transmittal Form may only contain one suggestion.

1. Describe in detail your idea and the existing methods of conditions your idea will improve.

2. List and/or describe the advantages of your idea.

3. List and/or describe any disadvantages which may result from the adoption of your idea.

4. Additional information or comments.

Is this suggestion a group effort? Yes No

Printed Name of Suggester:

Signature of Suggester:

Excellence in Government Quarterly Award

Description:

This program strives to recognize regular full-time or regular part-time employees for their consistent, outstanding meritorious service, or one-time actions of an exceptional nature.

Eligibility:

All full-time and part-time regular, current and active employees of the City with 12 months or more of satisfactory service, excluding the City Manager, Department Directors and Section Administrators/Manager are eligible. No employee on suspension, or working with an active Performance Improvement Plan are eligible.

An employee may not receive the "Excellence in Government" award more than once in a five-year period.

Criteria:

The nominee must exemplify one or more of the City's Values statements. These statements are:

- We provide quality service
- We recognize residents as customers
- We demonstrate accountability to our residents
- We treat all residents and employees fairly and equally
- We show excellence and pride in our work
- We embody honesty and integrity in our organization
- We ensure open communication
- We strive for continuous improvement

Nominations:

Nominations may be made by any supervisor, co-worker, or member of the general public. Nomination forms are available through the Human Resources Department, Division Directors and at service counters in City facilities and nominations will be solicited from throughout the City 60 days prior to the end of the quarter.

Nominations will be solicited by the Program Administrator and shall be submitted to the Program Administrator no later than 30 days prior to the end of the quarter.

The nomination shall contain all of the information requested on the nomination form and clearly reflect how the employee has exemplified one or more of the City's Values statements. Letters of commendations, thank you's from the general public, etc. may be attached to the nomination form. Nomination forms will be forwarded to the individual's supervisor for verification of eligibility.

Selection Committee:

The Employee Recognition Committee will meet in regular session the last week of each quarter to select the "Excellence in Government" recipient. A quorum for each meeting shall consist of those members in attendance.

The Program Administrator shall be responsible for making all necessary arrangements for Committee meetings.

Selection Process:

The Employee Recognition Committee will meet and all nominations received will be read. The name and department of nominees will be excluded from the forms to ensure impartiality in the selection process.

The Committee will base its selection upon the attributes listed above as evidenced by the nomination form and any other pertinent data, along with a rating system to be established by the Committee.

Within five (5) days following the Committee's selection, the Committee shall forward their selection to the Department Director for authorized signature on the nomination form..

Award Procedure:

The Program Administrator will notify the City Manager and Public Information Office which employee was selected. The Program Administrator will prepare the Excellence in Government Certificate, Time-Off Certificate, and submit the name of the recipient to the Public Information Office.

The certificate is presented to the recipient at the first regular City Council meeting following the end of the quarter by the Mayor or a Councillor if the employee so desires.

The Public Information Office will write a news release and arrange to have the employee's photograph taken and distributed with the news release to the local print media. A copy of the article and the photo will also be featured in the next issue of the "Nuestra Gente."

The award recipient will have his or her photograph framed and hung in the lobby of City Hall, where it will remain until the next recipient is selected.



Excellence in Government Quarterly Award

My nomination for consideration for the "Excellence in Government Award" is:

Name	Job Title	Department
------	-----------	------------

To support my nomination of the above employee, I offer the following comments with respect how he/she exemplifies one or more of the City's Values statements. These statements are:

1. Provides quality service
2. Recognizes residents as customers
3. Demonstrates accountability to our residents
4. Treats all residents and employees fairly and equally
5. Shows excellence and pride in his/her work
6. Embodies honesty and integrity in our organization
7. Ensures open communication
8. Strives for continuous improvement

In addition to the above, please describe other characteristics or specific circumstances qualifying this individual for recognition for the "Excellence in Government Award":

Signature of Employee Making the Nomination

Date Signed and Submitted

Annual Award Programs

"Teamwork Spirit of Excellence Award"

The Teamwork Spirit for Excellence Award is an annual reward intended to honor a team of employees, a section or a group of employees within different sections who worked together to help the City achieve its mission, and is based on quantity, quality, or achievement to distinguish this team from other City teams.

Quantity: Extra effort demonstrated by responding capably and positively to a special project, additional assignment, unusual situation, etc.

Quality: Exceptional results achieved because the team demonstrated superior knowledge, skills, and abilities.

Achievement: Significant team effort or contribution that led to the achievement of city goals.

A team is defined as two to five employees who work together over a period of time either as an established crew, or as a work team on a project within a department, between several departments, or between the City and another government or community group.

Eligibility:

All full-time and part-time regular, current and active employees of the City, excluding the City Manager, Department Directors, and Program Administrators and Managers.

Procedure:

All employees are eligible to submit nominations for the Teamwork Spirit for Excellence Award on the designed form, available from the Program Administrator. Nomination documentation must demonstrate and justify how the team or crew has clearly met the selection criteria. Nominations and selections may be based on a significant accomplishment in one criteria area or be based on accomplishment in several criteria areas.

There is no restriction on the number of times a crew or team may be nominated.

Nominations shall be submitted to the Program Administrator, and must be received no later than November 1.

Award recipients are selected annually by the Rewards and Recognition Committee.

All Teamwork Spirit of Excellence nominations, discussion, and actions, shall be confidential. Award recipients shall be selected by a secret ballot majority vote of the committee.

All Teamwork Spirit Awards for Excellence are presented at the annual Employee Recognition Ceremony, held in December.

Award:

Award recipients will receive a special plaque with his/her name engraved. In addition, the team will be awarded \$1,000, to be divided equally among team members, awarded at the first regularly scheduled City Council meeting each calendar year.

The Program Administrator will notify the City Manager and Public Information Office which employee was selected. The Program Administrator will prepare the Teamwork Spirit of Excellence Certificate, obtain the appropriate plaque and award check(s), and submit the name of the recipients to the Public Information Office.

The certificates will be presented to the recipients at the first regular City Council meeting following the end of the quarter by the Mayor or a Councillor, if so desired by the recipients.

The Public Information Office will write a news release and arrange to have the groups photograph taken and distributed with the news release to the local print media. A copy of the article and the photo will also be featured in the next issue of the "Nuestra Gente."

The award recipient will have their group photograph framed and hung in the lobby of City Hall, where it will remain until the next recipient is selected.

Service Excellence Award

This award will honor one employee's outstanding performance in meeting citizen/client needs, while maintaining a positive, helpful attitude.

Eligibility:

All full-time and part-time regular, current and active employees of the City with 12 months or more of satisfactory service, excluding the City Manager, Department Directors, and Program Administrators and Managers are eligible. No employee on suspension or working with an active Performance Improvement Plan is eligible.

Nominations:

All employees are eligible to submit nominations.

Procedure:

Contributions that are eligible for consideration for the award may vary widely. Nominations will be evaluated against criteria that will give due weight to tangible gains already achieved, future potential value, and the needs of citizens and guests of the City of Las Cruces.

Nominations shall be submitted to the Program Administrator, and must be received no later than November 1.

Selection Criteria

Individuals nominated for the Service Excellence Award have distinguished themselves by:

- Setting an example of outstanding quality management, teamwork, or customer service.
- Continued and repeated excellence in overall job performance that exceeded job requirements and achieved outstanding results.
- Successfully implemented an innovative idea in which outstanding results were identified.
- Achieved an outstanding act that brought recognition to the City from the public.
- Provided exceptional support to a City department, division, project group or individual.
- Supported the City's Vision Statements by working to provide the best possible service to citizens and guests of the City.

Award recipients are selected annually by the Reward and Recognition Committee.

All Service Excellence Award nominations, discussion, and actions, shall be confidential. Award recipients shall be selected by a secret ballot majority vote of the committee.

The Service Excellence Award is presented at the annual Employee Recognition Ceremony, held in December.

Award:

The award recipient will receive a special plaque with his/her name engraved. In addition, the recipient will be awarded \$200, awarded at the first regularly scheduled City Council meeting each calendar year.

The Program Administrator will notify the City Manager and Public Information Office which employee was selected. The Program Administrator will prepare the Service Excellence Certificate, obtain the appropriate plaque and award check(s), and submit the name of the recipient to the Public Information Office.

The certificate will be presented to the recipient at the first regular City Council meeting following the end of the quarter by the Mayor or a Councillor, if so desired by the recipient

The Public Information Office will write a news release and arrange to have the recipient's photograph taken and distributed with the news release to the local print media. A copy of the article and the photo will also be featured in the next issue of the "Nuestra Gente."

The award recipient will have their group photograph framed and hung in the lobby of City Hall, where it will remain until the next recipient is selected.

Excellence in Management Award

Purpose:

This award will salute a supervisor or manager who has consistently demonstrated excellent leadership qualities in the development and mentoring of city staff.

Eligibility

All Administrators, Managers and Supervisors.

Procedure

Any employee or group of employees may submit a nomination for consideration. Information on nominations should be relevant to the previous calendar year. Criteria questions not responded to may result in a lower ranking during the final review process, therefore careful consideration should be given to each question.

All nomination forms must include the name and signature of the nominator(s).

Nominations shall be submitted to the Program Administrator, and must be received no later than November 1.

Criteria & Selection

- Describe how this supervisor/manager performs his/her job in a superior manner.
- Describe how the nominee maintains a high level of personal motivation, utilized coaching skills effectively, and promotes team spirit/contribution.
- Provide one or more examples of occasions when the nominee has explored new ideas/concepts/technologies to improve unit performance, and how this has improved responsiveness.
- Provide examples of the nominee's leadership ability (planning, direction, delegation, conflict management, response to change, commitment to diversity, etc.)
- Describe the manager/supervisor in one sentence.

Award recipients are selected annually by the Rewards and Recognition Committee.

All Excellence in Management nominations, discussion, and actions, shall be confidential. Award recipients shall be selected by a secret ballot majority vote of the committee.

The Excellence in Management Award is presented at the annual Employee Recognition Ceremony, held in December.

Award:

The award recipient will receive a special plaque with his/her name engraved. In addition, the recipient will be awarded \$200 awarded at the first regularly scheduled City Council meeting each calendar year, if so desired by the recipient.

Service Awards

Description

Service awards recognize employee quality and dedicated service and tenure (longevity) with the city.

Eligibility

Full-time and part-time regular employees in the municipal service of the City of Las Cruces who are in one or more of the eligible categories listed below, and are employed on a full-time basis will be eligible to participate in the Service Awards Program. Accrual of time toward earning a service pin shall become effective the earliest date of regular, full-time employment.

Basis for Awards

Service Awards will be based on service by eligible employees. Any break in employment with the City (resignation, administrative termination) will discontinue the continuity of service. Any employee whose employment is terminated and is later re-employed with the City will receive credit for the previous service after having been re-employed for twice the length of time as worked previously.

Awards:

Awards will be made according to the following schedule:

Years of Service: 5, 10, 15, 20, 25, 30, 35, 40

Presentation of Awards

For individuals with 5-15 years of service, the Department Director will make arrangements to present the award within the Department.

For individuals with 20 – 40 years of service, gift awards will be distributed at the city-wide employee recognition luncheon on a date designated by the City Manager or Human Resources Manager during the month of December each year.

James A. Ericson, City Manager

Date



**Reward & Recognition
Nomination Form**

Use this form for the following award categories

Category

Excellence in Government Award

Teamwork Spirit Award

Service Excellence Award

Excellence in Management Award

Nominee:

Job Title:

Department:

Explain why the nominee deserves this award using the criteria for the specific award you are nominating them for:

Nominator:

Job Title:

Department:

Date:

Office Use Only

1. Supervisor: Concur Do not Concur

Signature:

Date: