

## EMPLOYEE RECOGNITION PROGRAM

**Purpose:** The City and County of Broomfield recognizes the importance of motivating, rewarding and developing employees. As such, this program has been developed to recognize individual and team efforts and to encourage and empower employees to work to the fullest extent of their capabilities. Employees are the City and County's most valuable asset and play a critical role in contributing to the attainment of the City and County's goals, objectives and mission.

Recognition can take many forms and this program encourages participation by all employees.

**Eligibility:** All full-time, part-time and seasonal employees are eligible for this program unless otherwise noted. Individual employees and employee teams are eligible for nomination. Unclassified employees may be eligible for awards under another program as approved by the City and County Manager.

**Funding:** Departments may use any available funds within their personal services budget.

**Program Specifics:** The Employee Recognition Program provides opportunities for employees and supervisors to recognize subordinates, supervisors, peers and co-workers for individual and team achievements in such areas as customer service, suggestions, special skills, task forces, projects, superior performance and heroism. This is accomplished through the following programs:

### **City and County-wide Newsletter**

A newsletter is designed to communicate with employees on a multitude of topics such as introducing new employees, benefit issues, employee profiles, helpful work tips, health and wellness issues, safety issues, City and County happenings, etc.

### **Bonus Award**

This program provides the line supervisor, division head or department head with the ability to reward exceptional performance with a monetary award from \$50 and up to \$2,000 or time-off with pay. Any bonus amount above \$2,000 must be approved in advance by the City and County Manager.

**Criteria:** The employee must demonstrate consistent and extended exceptional service or successful completion of a project in one or more of the categories listed below. An employee will not be eligible if his/her overall performance level is less than proficient or unsatisfactory.

- ⊙ Exceptional service to an employee, citizen or other customer.
- ⊙ Professional conduct and judgment in job performance.
- ⊙ Efficiency, effectiveness, innovation and productivity in job performance.
- ⊙ Performance which has involved overcoming unusual difficulties.
- ⊙ Teamwork and cooperation in working with fellow employees to attain the goals of the division, department or City and County government.
- ⊙ Proactive and positive actions which strengthen and contribute to the effectiveness of the nominee's immediate work group or to a larger part of the City and County organization.
- ⊙ Superior or outstanding accomplishments in furthering equal employment opportunity.
- ⊙ Superior or outstanding accomplishments in furthering safety practices or issues.
- ⊙ Effective demonstration and utilization of a special skill (Not included in the employee's job description under Necessary Applicant Traits) that contributes to Broomfield's mission and organizational values.
- ⊙ Actions, which help to significantly: (1) eliminate waste or fraud; (2) conserve taxpayers' dollars; or (3) improve the City and County's financial position.
- ⊙ An idea or method that significantly increases the administrative or operational efficiency of a work group, division or department.

Consideration of an employee for a Bonus award may also be facilitated by reviewing his/her performance in relation to the questions listed below. If the supervisor answers "yes" to most of the following questions then it is reasonable to assume that the employee is performing at a sustained exceptional level.

- ⊙ Can the supervisor point to specific end products that are the result of the employee's exceptional skill, initiative, innovation, teamwork, customer service or resourcefulness?
- ⊙ Is the quality of work or service markedly superior or outstanding to what is expected of proficient employees in similar classifications?
- ⊙ Are the most difficult or exacting jobs assigned to the employee more often than to others at the same classification?

- ⊙ If the employee were to leave the division/department and be replaced by a proficient employee, would some adjustments be required to fill the gap?

Also to be considered if applicable:

- ⊙ Is the employee successful in motivating employees to give their best efforts, in recognizing and utilizing their special abilities, and in developing their potential to the fullest?
- ⊙ Can specific measures be credited to the employee that has resulted in significant savings, increased output, or improved quality of service?
- ⊙ Does the employee keep abreast of developments in his/her area of responsibility?

Procedures:

- ⊙ The first line supervisor complete a memo (including applicable information listed above) and obtains approval up the chain of command. The Department Head forwards the nomination form to the Finance Director. The Finance Director certifies that funds are available to cover the cost of the bonus. The form is then forwarded to the Human Resources Director for review and approval. Bonus award amounts above \$2,000 will be forwarded to the City and County Manager for review and approval.
- ⊙ Once the award is approved, the Department Head and other supervisors may present the award to the employee in a public forum.
- ⊙ The employee's name may appear in the employee newsletter along with a brief description of the reasons for the award.

### **Criteria for Determining Cash Award for Bonus Award**

In determining the specific amount of each award, the most important consideration is the value of the results achieved to the division's, department's or City and County's objectives. When assessing the value of a specific achievement, points to consider include the estimated amount of cost savings that will result, the estimated value of improvements in workflow, employee morale and customer relations, and the savings of not bringing in temporary support. These may be measured in terms of reduced cost of materials, savings resulting from fewer turnovers; value of greater productivity and amount saved through lower overtime expenditures. Other monetary determinations that are appropriate may also be applied.

Examples of Awards: Following are some examples that are intended to assist supervisors in becoming alert to situations that may warrant awards:

Temporarily Performing Another Job: Granting an award to an employee who is asked to fill in for another employee during periods of extended absence, particularly if the employee is expected to fulfill his/her own job duties simultaneously.

Work Improvements: Suggested improvements that result in tangible or intangible benefits.

Unscheduled Work Demands: Special projects or additional work not outlined in the employee's objectives/duties, and completed in a high quality manner.

Supervisors, as well as non-supervisory employees, should have the opportunity to earn an award. Criteria may include: development of a strong team effort to achieve results while maintaining high morale; effective resolution of a marginal performance situation through exceptional personal commitment; quick and effective training of new staff during a time of high turnover.

**Years of Service Award**

Employees who have achieved five years or more of continuous service (Based upon years of full-time and part-time service, including prior service credit) are awarded service plaques or [selected gift](#), certificates, and a monetary award **or** time-off with pay in accordance with the following schedule:

YEARS OF SERVICE	AMOUNT OF AWARD - Full-Time and Part-Time Employees		
	Dollar Amount	OR	Annual Leave
5 years	\$100	or	8 hours
10 years	\$200	or	16 hours
15 years	\$300	or	24 hours
20 years	\$500	or	40 hours
25 years	\$750	or	56 hours
30 years	\$1,000	or	80 hours
35 years	\$1,250	or	96 hours
40 years	\$1,500	or	112 hours

Part-time employees who are not eligible to accrue annual leave are eligible for the dollar amount only and cannot select the annual leave amount.

**Prior Service Credit:** If a separated employee is re-employed within three years of his or her separation date from a full-time or part-time position, his or her service date will be adjusted to reflect the prior full-time or part-time service. It is the Employee's responsibility to contact the Human Resources Department to request prior service credit. Prior service credit may not be granted if payroll records or personnel files are not available in order to document the prior service.

**High Five Award:** This is an informal program that allows employees to personally acknowledge the efforts of fellow employees by filling out a "High Five" award form. The original form goes to the employee with a copy to the supervisor. This is just another way to let fellow employees know that their co-workers appreciate their actions.