Subject: Employee Recognition Program

Purpose: The City of Pittsburg wishes to recognize employees who perform above and beyond the call of duty and/or provide dedicated service to the City. The Employee Recognition Program is designed to acknowledge full-time, part-time, and seasonal employees who have made special efforts in the development and management of a project or program or in the provision of exceptional service.

I. Overview

A. Utilization – All Department Directors and Supervisors are strongly encouraged to utilize the various recognition mechanisms outlined in this plan to reward outstanding employee effort. It is the City’s intent to promote and provide for a work environment where individual and/or group efforts are both recognized and rewarded.

B. Award Categories

i. Recognition Awards – This category is awarded to encourage creative, innovative thinking and behavior by employees and to recognize and reward those individuals whose activities enhance the organization. Employees can earn this award by providing a more efficient or responsive public service and/or developing a better way to get the job done. This award can be given to individuals or groups. The award recipient(s) shall receive a Certificate of Appreciation, selection of an award from the appropriate tier, and timely recognition at a department staff meeting. The award selection shall consist of the following tiers:

1. City of Pittsburg Coffee Mug/Water Bottle, Hat/Visor, Key Chain
2. City of Pittsburg Lunch Bag/Cooler, Tote Bag
3. City of Pittsburg Fleece Jacket, Portfolio

Note: Selections are subject to change due to availability

ii. Anchor Awards – This category is awarded for exceptional achievement beyond an employee’s job requirements, department, or City standards by demonstrating outstanding efforts while responding to a life-threatening emergency or minimizing or solving serious work-related situations. Award recipients shall receive a Certificate of
II. Award Procedures

A. The Human Resources Department shall have the responsibility of initiating and implementing the program.

B. Employees may nominate a co-worker or a work group for any award category.

C. The public may nominate an employee or work group for any award category.

D. Self-nominations are not permissible.

E. Nomination forms shall be accessible from the City’s website and network drive as appropriate. Forms must be completed and returned to the Human Resources Department for consideration.

F. The Senior Executive Team will review the Anchor Award nomination forms to determine justification based the specific situation/task, action, and results provided.

G. A copy of the nomination form and Certificate of Appreciation shall be placed in the employee’s personnel file.

III. Funding

A. All funding for this program will be included in the Human Resources Department budget.

IV. Attachments

A. Employee Recognition Award Nomination Form
B. Employee Recognition Award Evaluation Form
CITY OF PITTSBURG
EMPLOYEE RECOGNITION AWARD
NOMINATION FORM

This nomination form is to recognize employees for creativity, innovative thinking and activities that enhance the organization or exceptional achievement beyond the employee’s job requirements, department or City standards by demonstrating outstanding efforts while responding to a life-threatening emergency or minimizing or solving serious work-related situations. Awards can be given to individuals or work groups.

NAME OF NOMINEE(S):

DEPARTMENT/DIVISION:

JOB TITLE (IF KNOWN):

YOUR NAME:

YOUR NUMBER:

DATE:

PLEASE PROVIDE A COMPLETE S.T.A.R. DESCRIBING THE NOMINEE(S) BENEFICIAL BEHAVIOR.

S/T - SITUATION OR TASK  A - ACTION  R - RESULT

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<th>DESCRIBE THE SITUATION OR TASK THE EMPLOYEE OR WORK GROUP WAS INVOLVED IN:</th>
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<th>WHAT ACTION(S) DID THE EMPLOYEE OR WORK GROUP TAKE (WHAT DID THEY DO)?</th>
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<th>WHAT WERE THE RESULTS FROM THE EMPLOYEE OR WORK GROUP'S ACTION (WHAT HAPPENED)?</th>
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PLEASE ATTACH ADDITIONAL PAGE(S) IF NEEDED.

RETURN COMPLETED FORM(S) TO HUMAN RESOURCES

OUR MISSION: TO PROVIDE RESPONSIVE AND HIGH-QUALITY PUBLIC SERVICES IN PARTNERSHIP WITH OUR CITIZENS CELEBRATING OUR COMMUNITY’S RICH HISTORY, CULTURAL DIVERSITY, AND PRIDE IN ITS PROSPEROUS FUTURE.
CITY OF PITTSBURG
EMPLOYEE RECOGNITION AWARD
EVALUATION FORM

DEPARTMENT DIRECTOR: PLEASE IDENTIFY WHICH TIER OF GIFT/AWARD IS APPROPRIATE FOR THIS PARTICULAR DEED BY CIRCLING THE CITY LOGO(S) OR ANCHOR BELOW AND RETURN THIS FORM TO THE HUMAN RESOURCES DEPARTMENT.

EMPLOYEE RECOGNITION AWARD CATEGORIES

EMPLOYEE RECOGNITION AWARDS – THIS CATEGORY IS AWARDED TO ENCOURAGE CREATIVE, INNOVATIVE THINKING AND BEHAVIOR BY EMPLOYEES AND TO RECOGNIZE AND REWARD THOSE INDIVIDUALS WHOSE ACTIVITIES ENHANCE THE ORGANIZATION. EMPLOYEES CAN EARN THIS AWARD BY PROVIDING A MORE EFFICIENT OR RESPONSIVE PUBLIC SERVICE AND/OR DEVELOPING A BETTER WAY TO GET THE JOB DONE. THIS AWARD CAN BE GIVEN TO INDIVIDUALS OR GROUPS. THE AWARD RECIPIENT(S) SHALL RECEIVE A CERTIFICATE OF APPRECIATION, SELECTION OF AN AWARD FROM THE APPROPRIATE TIER, AND TIMELY RECOGNITION AT A DEPARTMENT STAFF MEETING. THE AWARD SELECTION SHALL CONSIST OF THE FOLLOWING TIERS:

Tier I  City of Pittsburg Coffee Mug/Water Bottle, Hat/Visor, Key Chain
Tier II  City of Pittsburg Lunch Bag/Cooler, Tote Bag
Tier III City of Pittsburg Fleece Jacket, Portfolio

NOTE: SELECTIONS ARE SUBJECT TO CHANGE DUE TO AVAILABILITY

ANCHOR AWARDS – THIS CATEGORY IS AWARDED FOR EXCEPTIONAL ACHIEVEMENT BEYOND AN EMPLOYEE’S JOB REQUIREMENTS, DEPARTMENT, OR CITY STANDARDS BY DEMONSTRATING OUTSTANDING EFFORTS WHILE RESPONDING TO A LIFE-THREATENING EMERGENCY OR MINIMIZING OR SOLVING SERIOUS WORK-RELATED SITUATIONS. AWARD RECIPIENTS SHALL RECEIVE A CERTIFICATE OF APPRECIATION, THEIR NAME INSCRIBED ON A PLAQUE OR TROPHY, AND TIMELY RECOGNITION AT A CITY COUNCIL MEETING.

Tier: 🌳 (I)  🌲 (II)  🌱 (III)  ⚓️ (ANCHOR)

DEPARTMENT DIRECTOR APPROVAL ____________________________

HUMAN RESOURCES APPROVAL ____________________________

PLEASE RETURN COMPLETED FORM TO HUMAN RESOURCES

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CITY OF PITTSBURG
EMPLOYEE RECOGNITION AWARD
ANCHOR AWARD EVALUATION FORM

ANCHOR AWARD RECOMMENDATIONS MUST BE EVALUATED BY THE SENIOR EXECUTIVE TEAM

INSTRUCTIONS: Please rate employee on a scale of 0 – 5 for each of the criteria below. Nominations receiving an average score of 12.0 or higher will be presented with a City of Pittsburg Anchor Award. Return completed evaluation to Human Resources.

<table>
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<tr>
<th>EMPLOYEE NAME</th>
<th>EFFORT</th>
<th>IMPACT</th>
<th>INITIATIVE</th>
<th>INNOVATION</th>
<th>TOTAL POINTS</th>
</tr>
</thead>
</table>

No Evidence-0, Average-1, Above Average-2, Good-3, Very Good-4, Excellent-5

Consideration

EFFORT:
- How difficult was this to achieve?
- Was it time and labor intensive?

IMPACT:
- What effect did their accomplishment have on the organization or department?
- Did the accomplishment have an effect outside the organization or department?
- What effect did this have on enhancing performance of the department or organization?

INITIATIVE:
- Did they take this project on their own or was it assigned?
- What obstacles did they overcome to successfully complete the project?

INNOVATION/CREATIVITY:
- Is this something new to the organization?
- Did they work outside the established standards?

SR. EXECUTIVE TEAM COMMITTEE MEMBER: ____________________________________________

SIGNATURE/DATE: ____________________________

PLEASE RETURN COMPLETED FORM TO HUMAN RESOURCES

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