



Request for City Council Committee Action From the Department of Public Works

Date: October 26, 2004
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee
Referral to: Honorable Barb Johnson, Chair Ways & Means Committee
Subject: Public Works High Performing Employee Recognition program

Recommendation:

Authorize expenditure of up to \$2,500 on a program that recognizes especially high performing employees in the Department of Public Works

Previous Directives:

None

Prepared by: Susan Young, Solid Waste and Recycling Services 673-2433

Approved by:

Klara A. Fabry, P.E., City Engineer, Director of Public Works

Presenters: Susan Young, Solid Waste and Recycling Services

Financial Impact (Check those that apply)

No financial impact - or - Action is within current department budget.

(If checked, go directly to Background/Supporting Information)

Action requires an appropriation increase to the Capital Budget

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

Action requires use of contingency or reserves

Other financial impact (Explain):

Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information:

Public Works seeks to recognize those employees who perform far above and beyond normal job expectations. Seven categories of recognition are proposed:

Exceptional Customer Service

Awareness and Practice of Safety Procedures

Leadership

Innovation in Procedures or Equipment

Outstanding/Peak Performance (Individual and Team)

Perfect Attendance

Nomination for the awards shall be by a supervisor or peer employee. All nominations shall be placed in employees' personnel folders.

On a monthly basis, an Awards Committee appointed by the Public Works Director shall review all nominations submitted. The top three nominations from all categories combined shall receive a "Monthly Award," which shall consist of a Certificate of Award, and a mug, coffee cup, or item of similar value. A copy of the Certificate shall be placed in the employees' Personnel files. Monthly Award winners shall be considered for one of four Yearly Awards. The top four nominations from the Monthly Award winners shall receive a Year-End award, which shall consist of a Certificate of Achievement, and one paid day off or an item of similar value.

The entire recognition program, including administration and Review Team time, is projected to cost less than \$2,500 per year.