

SUBJECT: RECOGNITION OF EXCELLENCE

- I. PURPOSE:** To establish policy and procedures to recognize and reward exemplary job performance.
- II. POLICY:** A Department Head or Elected Official may nominate an employee for a one-time lump sum bonus up to \$3,000 and/or 1-3 days paid administrative leave, to reward and recognize superior performance.

The employee shall not be notified of his/her consideration unless he/she is selected to receive the award. The Recognition of Excellence Award program and policy is an employee benefit and management right, and therefore may be revised or discontinued at any time. This benefit may be provided as follows:

- a. The Internal Review Committee shall determine if such performance meets the criteria and the program standards outlined in this policy, or
- b. The Board of County Commissioners may provide this benefit to staff reporting directly to them.

III. PROCEDURE: Any individual not classified as a bargaining unit employee, or a bargaining unit employee if the provisions of the current applicable bargaining unit agreement specifically provide for this benefit, presently working for the County and meets the established criteria may be nominated by the employee's supervisor.

- a. The nomination should be a memorandum addressed to the County Manager outlining the achievements of the employee in accordance with the criteria identified in this policy.
- b. The County Manager shall have the nomination reviewed by the Internal Review Committee.
- c. The County Manager will be the final authority for approval or disapproval of any selection, and may modify the recommended award.
- d. Nominations and selections shall be made on the basis of an employee meeting a minimum of two of the following specifications which contributed to the mission of the County:
 - i. Specific accomplishments that contributed to the increased efficiency, economy, and/or quality of County operations.
 - ii. Superior performance, which achieved results and accomplishments that clearly go beyond what, is expected of the position.
 - iii. Initiated and implemented a project or program that resulted in significant ongoing savings to the County, or generated new or significantly increased, ongoing revenue for the County.

- iv. Individual efforts that generated lasting or significant positive public relations for the County as demonstrated through citizen or County employee feedback and compliments by way of telephone, letter, etc. This may also be demonstrated by employee's exceptional judgment, communication skills, and strong rapport in dealing with the public or other County departments under adverse pressure situations.
- v. Provided suggestions or proposals that resulted in significant cost savings for the County through staff efficiency, effectiveness, or equipment/materials purchase or usage. Consistently maintained the County's best interests related to quality, cost and usage.
- vi. Demonstrated outstanding individual effort while responding to an emergency that threatened life or property.
- vii. Provided and/or implemented suggestions or proposals that significantly reduced the potential for employee or citizen injury or lawsuit through the elimination of a safety hazard or risk exposure.
- viii. Ensured the mission of a work unit is accomplished during a difficult period by successfully completing additional work on a project assignment while maintaining the employee's own workload.
- e. Employees selected to receive an award for excellence will receive a one-time lump sum payment up to \$3,000 and/or a reward of 1-3 days of paid administrative leave.
- f. Paid administrative leave granted as an Excellence Award must be scheduled and authorized by the supervisor, and taken within six months after the date the award is made. If the time is not taken off within this time period, it is lost and may not be restored.