

CITY OF PACIFIC GROVE, CALIFORNIA

COUNCIL POLICY

Subject	Policy No.	Effective Date	Page
EMPLOYEE PERFORMANCE RECOGNITION	300-1	09/03/86	1 of 1

It is the policy of the City of Pacific Grove that employees receive proper recognition for exemplary job performance. The following guidelines are established in furtherance of that policy:

1. All letters of employee commendation should be acknowledged with a letter to the employee from the employee's department head. A copy of the letter of commendation and the department head's acknowledgement should be transmitted through the City Manager to the employee's personnel file.
2. When a letter of commendation points out meritorious service beyond the scope of the employee's normal duties, the commendation should be recognized with an appropriate letter from the City Manager to the employee. Copies of the letter of commendation and appropriate acknowledgments should be transmitted to the Council for information and placed in the employee's personnel file.
3. In those cases where it is determined that the employee has performed an act of heroism or other extraordinary service, the City Manager may ask the Council to formally recognize the employee through the adoption of a resolution or other appropriate means.

Adopted: September 3, 1986

Resolution No.: 5762