

City of Pacific Grove

City Council Policy

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Employee of the Quarter Award Program	300-7	March 17, 2010	Page 1 of 4

PURPOSE

The City Council of the City of Pacific Grove acknowledges that employee morale is an essential ingredient in the attainment of a high level of work productivity and the development of an efficient organization. Recognition of employee achievement is a positive morale builder, a means to increase public awareness of employees' actions and contributions, and an inspiration to others through increasing community service and awareness. For these reasons, the City has established an "Employee of the Quarter" Award Program to provide appropriate recognition for exemplary job performance.

PROGRAM

Under this program, one outstanding employee of the City of Pacific Grove will be selected for recognition each quarter of the calendar year (January, April, July, and October). Each "Employee of the Quarter" will receive a cash award of \$100 and a certificate commemorating the occasion.

The City Manager's Office shall be responsible for the overall administration of the Program. Information regarding the program will be disseminated through a press release, and all other means available in order to foster interest in the Program.

ELIGIBILITY

All employees of the City shall be eligible, with the exception of:

1. Employees involved in administering the program; and
2. Employees who have received the award within the past two years of the date under consideration.

PROCEDURE

A. Nominations

Nominations for special recognition may be submitted by fellow employees, citizens, community organizations, and elected or appointed City Officials. Each department is encouraged to nominate at least one employee per quarter and may nominate more than one employee at any time.

B. Award Selection Criteria

Nominations may be based on one or any combination of the following selection categories:

1. **Overall Work Performance:** Significant in quality or quantity enough to distinguish the employee from fellow staff members.

- a. **Quantity:** Extra effort demonstrated by responding capably and positively to a special project, additional assignment, personnel shortage, etc.
- b. **Quality:** Demonstrated by superior skill in execution of duties or application of outstanding job knowledge. Work product or service is superior in every detail.
- c. **Achievement:** Significant individual effort or contribution led to the achievement of department goals and objectives.

2. **Leadership/Interpersonal Skills:** Demonstrated exemplary behavior toward other City employees and the public, shared knowledge and skills with others, provided positive and helpful feedback and guidance through suggestions and training opportunities.

3. **Public Relations:** Individual efforts that generated lasting or significant positive public relations for the City as demonstrated through citizen feedback and compliments by way of telephone, letter, news articles, etc. May also be demonstrated by employee's exceptional judgment, communication skills, and strong rapport in dealing with the public under adverse or pressure situations.

4. **Cost Saving or Safety Suggestions:** Provided suggestions or proposals that were implemented and resulted in a significant costs savings for the City through staff efficiency, effectiveness, equipment or materials purchase or usage. Provided and/or implemented suggestions or proposals that significantly reduced the potential for employee or citizen injury or a lawsuit through the elimination of a safety hazard or risk exposure.

5. **Team Work:** Made a significant contribution to the success of a coordinated project within a City department, between several City departments, or between the City and other government or local community groups.

6. **Emergency Response:** Demonstrated outstanding individual effort that minimized or solved a serious work related situation. May be demonstrated by a meritorious act in saving the life of another employee or citizen through administering first aid or rescuing a person in a life threatening situation.

C. Award Selection

Nominations for quarterly awards must be received in the City Manager's office by the close of the last day of the month prior to the award date (December 31st, March 31st, June 30th, and September 30th) to be eligible for consideration during

that quarter. Any nomination submitted following the deadline will be considered during the following quarter.

The City Manager's office shall be responsible for verifying the information supporting the nomination, as necessary, and may provide additional information.

The review, screening, and selection process will be the function of the Review Panel as follows:

1. **Initial Review Panel:**

For the first year the initial Review Panel will be made up of department heads appointed by the City Manager. Thereafter, the system as outlined in section 2, below, will apply.

2. **Review Panel:**

The composition of the Review Board will change each quarter.

Prior to a quarter's selection process, the four (4) most recently selected "Employees of the Quarter" will serve on the Review Panel. Under this rotation system, there will be one new panel member each quarter and four new panel members each year.

The Review Panel will meet at the appropriate time, prior to the close of the quarter, and select the "Employee of the Quarter".

The Review Panel will base its selection on the attributes listed in the selection criteria. Nomination documentation must demonstrate and justify how the employee has clearly met the criteria over the previous quarter.

All nominations, discussions, and actions shall be confidential. Award recipients shall be selected by secret ballot.

In the event the panel is unable to reach a decision, the final determination shall be made by the City Manager.

Nominated employees not selected will be carried over for continued consideration for a period of three (3) consecutive quarters. If, during that period of time, new nominations are received on an individual already under consideration the new nomination will replace the previous one and the individual will receive consideration for that quarter and a new three-quarter cycle.

D. Presentation of Award

Presentation of a cash award of \$100 and a certificate commemorating the occasion shall be made to the "Employee of the Quarter" at the first Council meeting of each quarter.

Along with the award, the honored employee shall be recognized in a news release to the local media.

E. Miscellaneous Provisions

1. An annual budget shall be established to cover program expenses.
2. While it is the intent of the City to continue this program indefinitely, the City retains the right to amend or terminate the offering of this program at any time.

Adopted: August 2, 1995 (Resolution No. 6468)
Amended: March 17, 2010 (Resolution No.10-024)