

CITY OF PORTSMOUTH
ADMINISTRATIVE PROGRAM

#P10

February 2013

SUBJECT: Employee Recognition Programs

PROGRAM ADMINISTRATOR:

The Director of Human Resource Management or designee will serve as Program Administrator for employee recognition programs, such as Employee of the Month, Team of the Quarter and the quarterly Leadership Recognition Award.

PURPOSE:

The City of Portsmouth has dedicated employees working together on behalf of the citizens of Portsmouth. In every organization, there are individuals who are exemplary in overall performance. The need for accountability, the desire for measurable results and the move toward greater productivity has put emphasis on rewarding specific outcomes and employee actions. These programs are structured to enable management and fellow employees to recognize and reward outstanding achievements of City employees and to stimulate the potential of all employees to achieve higher standards of excellence and increased efficiency in City operations. The responsibility to encourage participation in this rewarding program belongs to all employees and management personnel.

AWARD ELIGIBILITY:

Employee of the Month Program – Open to all full time employees of the City of Portsmouth and Constitutional Offices, with at least one year of full-time City service, excluding Department Heads and employees in a contract or temporary status.

Team of the Quarter Program – Open to all City or Constitutional Office employees, including City of Portsmouth volunteers who are members of the team being recognized for the award.

Leadership Recognition Award Program – Open to all City Department Heads and Constitutional Officers.

NOMINATIONS:

Any full-time employee of the City of Portsmouth or Constitutional Officer may nominate an eligible fellow employee, team of employees or Department Head/Constitutional Officer under the appropriate program, addressing any of the criteria listed below:

- Specific incident, project or accomplishment deserving meritorious recognition;
- Outstanding contributions that go beyond an employee's job duties for improvement of City operations and services and promote goodwill in the City of Portsmouth;
- Demonstrated commitment to the values of Portsmouth employees:
 - ◆ Customer service, communication and collaboration;
 - ◆ Thoughtfulness, respect and trust;
 - ◆ Integrity, honesty and accountability;
 - ◆ Commitment and teamwork;
 - ◆ Excellence, quality and professionalism.

The nominator may attach any supporting material (i.e., news articles, performance evaluations, special projects, letters of commendation, etc.) to the nomination.

NOMINATION PROCEDURES:

Employee of the Month Program – Nominations should be submitted on the Employee of the Month Nomination Form, along with any supporting material, and forwarded directly to the Department of Human Resource Management.

Team of the Quarter Program – Nominations should be submitted on the Team of the Quarter Nomination Form, along with any supporting material, and forwarded directly to the Department of Human Resource Management.

Upon receipt of nominations, the Program Administrator will forward the nominations to the Employee Recognition Committee for review.

Leadership Recognition Award Program – Nominations for Department Heads should be forwarded directly to Human Resource Management. The Executive Management Team will review these nominations and make their selection on a quarterly basis.

Upon receipt of nominations, the Program Administrator will forward all nominations received to the appropriate committee for review.

SELECTION PROCESS:

The Employee Recognition Committee consists of the Program Administrator and four additional employees selected from among those departments and employees eligible for the program. Employees selected for the committee shall represent a balanced cross section of the workforce and shall serve one-year terms to begin on July 1st and end on June 30th of the following year. Committee members selected are not eligible for reappointment to successive terms.

Employee of the Month Program and Team of the Quarter Program – The Committee, chaired by the Program Administrator, will review the approved nominations and supporting documentation. In order for the Committee to act upon any nominations, there must be a majority of members present to vote. Selections will be made by majority vote of those members present at the Committee Meetings. Employee of the Month nominations will remain eligible for selection for a period of six (6) months. Team of the Quarter nominations will remain eligible for selection for a period of twelve (12) months.

Leadership Recognition Award Program – The Executive Management Team (EMT) shall review the approved nominations and supporting documentation. In order for the EMT to act upon any nominations, there must be a majority of members present to vote. Selections will be made by majority vote of those members present at an EMT Meeting. LRA nominations will remain eligible for a period of twelve (12) months.

EMPLOYEE RECOGNITION REWARDS:

Employee of the Month Program – In addition to various gift certificates and awards provided by sponsors, an employee selected for Employee of the Month will also receive:

- \$100 monetary award
- Administrative Day Off
- City of Portsmouth Golf Umbrella
- Employee of the Month Certificate
- Recognition on a wall plaque designated on the 1st floor of City Hall
- Feature on the City's television channel

Team of the Quarter Program – In addition to awards provided by sponsors, a team selected for Team of the Quarter will also receive:

- \$250 monetary award to be equally divided among the team members
- Recognition on a wall plaque designated on the 1st floor of City Hall
- Feature on the City's television channel

Leadership Recognition Award Program – The Department Head or Constitutional Officer selected will receive:

- Verbal acknowledgement at a Department Head Meeting
- Recognition pin

PROGRAM ADMINISTRATION:

The Director of the Department of Human Resource Management or designee shall be responsible for the daily administration of the Programs and the Committee, to include:

- Receiving and processing approved nominations;
- Preparing an agenda for monthly meetings of the Committee;
- Providing necessary administrative assistance;
- Implementing the program rewards to selected employees;
- Administering operation of the Programs including validity of all nominations;
- Preparing all necessary documentation;
- Performing other activities as necessary for the Programs;
- Establishing, implementing and maintaining programs of publicity to stimulate and continually increase employee participation in the Programs.