

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.36

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 02/24/2017

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES
RECOGNITION AND REWARDS POLICY**

SUPERCEDES: 10/01/2012

I. PURPOSE

To establish a policy for recognizing and rewarding eligible City employees whose exemplary overall performance and/or outstanding public service supports and furthers the mission, goals, values and initiatives of the City of Chesapeake. The need for accountability, the desire for measurable results, and the continuous move toward greater productivity maintains an emphasis on rewarding specific outcomes and employee actions. The responsibility to encourage participation in this rewarding program rests with all employees.

II. AWARD LEVELS

Public Service Award – This award is designed to reinforce the City's mission and commitment to provide quality service to all citizens equitably, in a responsive and caring manner.

Innovation Award – This award is intended to recognize employees who support the City's goals and objectives toward improving efficiencies, streamlining processes, conserving taxpayer dollars, minimizing risk exposure, increasing compliance to applicable standards and regulations, and/or attaining tangible and measurable savings of time, labor, space, equipment or supplies.

III. ADMINISTRATION

These awards are designed to promote equitable recognition of employees who demonstrate superior service and performance in advancing the City's overall mission, goals, values and initiatives. Awards will not be granted to employees for the performance of their typical work duties in the scope of their position, for accomplishments that are routine and within the duties outlined in their class specification/position description or behavior that is generally expected of City employees. Each department has the discretion to develop an informal rewards program (e.g. on-the-spot awards, peer-to-peer recognition) to address departmental needs and enhance employee morale. This program and the awards therefrom are dependent on funding.

IV. ELIGIBILITY

Open to all classified full-time and part-time City employees, regardless of tenure within the organization.

V. NOMINATION PROCEDURES

Public Service Award – Any classified full-time or part-time City employee may nominate an eligible employee for the Public Service Award using the appropriate nomination form.

Innovation Award – Any classified full-time or part-time City supervisor may nominate an eligible employee for the Innovation Award using the appropriate nomination form.

**Team nominations must be submitted on separate nomination forms with detailed information on each nominee's individual contribution.*

The forms are available for download from the City's intranet website and must be completed in full. Any supporting documentation submitted will be evaluated by the employee's department/agency head and, if appropriate, forwarded to the Employee Recognition Committee (ERC) for consideration. Forwarding the nomination form to the ERC is at the sole discretion of the department/agency head.

VI. SELECTION PROCESS

The ERC meets quarterly to review all nominations submitted. The ERC will review the nominations, ensure compliance with program guidelines, and evaluate supporting documentation. Selections will be made during ERC meetings by majority vote. More than one nomination for an employee may be approved provided the justification for each are significantly distinct. The ERC may request additional information on disapproved nominations for consideration within six months from the initial submission date.

VII. RECOGNITION REWARDS

Public Service Award

- Public Service Award certificate;
- Verbal acknowledgement by the department/agency head;
- Recognition in the 'Recognition & Rewards' section of the City's intranet and internet websites;
- One day of special recognition leave to be taken within 12 months of receipt (not to exceed eight hours for eligible full-time employees or five hours for eligible part-time employees, based on regular scheduled hours);
- \$100 pre-tax monetary award.

Innovation Award

- Innovation Award certificate;
- Verbal acknowledgement by the City Manager's Office;
- Recognition in the 'Recognition & Rewards' section of the City's intranet and internet websites;
- Feature in the "Team Chesapeake" employee newsletter;

- \$500/\$750 pre-tax monetary award, depending on the quantifiable value of the employee's contribution to the organization.

VIII. PROGRAM ADMINISTRATION

The City of Chesapeake Recognition & Rewards program is administered by the Department of Human Resources. The five voting committee members shall be classified full-time employees nominated by department/agency heads. Employees selected for the committee shall represent a balanced cross-section of the workforce and shall serve two-year terms to begin on July 1st and end on June 30th. The committee members are not eligible for reappointment to successive terms.

Responsibilities of the ERC are: promoting/marketing the program to all City departments; managing the budget; measuring the program's effectiveness and success; receiving, reviewing and processing nominations; selecting award recipients; and performing other activities as necessary for the program.

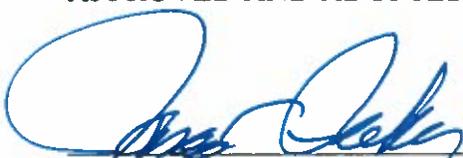
APPROVED AS TO FORM AND CONTENT:



Dana E. Sanford, Deputy City Attorney

2.16.2017
Date

APPROVED AND ADOPTED:



James E. Baker, City Manager

2/21/17
Date