

# **CITY OF LITTLE ROCK**

## **EMPLOYEE RECOGNITION PROGRAM**

### **I. PURPOSE**

The purpose of this program is to establish the criteria and means of selection to recognize outstanding City of Little Rock employees. City employees provide a wide range of services and significantly contribute to the quality of life in this City. The Employee Recognition Program has been designed to promote public service achievement and will encourage excellence in its employees and in City departments. Utilizing a recognition program can boost morale and increase an employee's interest in participating in City functions.

### **II. POLICY**

Each year the City of Little Rock will recognize its employees and their high quality of performance at an event held during Employee Appreciation Week. This event will consist of an employee luncheon or other such event as deemed appropriate by the City Manager.

### **III. LITTLE ROCK EMPLOYEE OF THE YEAR COMMITTEE**

The Human Resources Department Employee Services Division is responsible for maintaining an ongoing award recognition program for City of Little Rock employees. The Employee Services Division will be assisted by a Mahlon A. Martin Recipient Selection Committee. The purpose of the Selection Committee will be to select the final three candidates from the annual group of departmental employees of the year to be considered by the City Manager for the Mahlon A. Martin Award.

- A. This Committee will be comprised of one representative from each City department appointed by the Department Director. The City Manager or his designee will serve as an ex-officio member of the committee.
- B. This committee will elect a Chairperson. An Employee Services Division staff member will serve as coordinator. The members will serve a one-year term. Committee members may be reappointed to the Committee at the Department Director's discretion. The Committee is charged with the responsibility of following and maintaining the Employee of the Year guidelines during the selection process.

## **IV. EMPLOYEE RECOGNITION PROGRAM**

### **A. Department Recognition**

1. Employee recognition is encouraged to begin at the department level with the establishment of a Departmental Employee Recognition Program.
2. Each department should establish an Employee Recognition Program Committee. The department committee will consist of a cross-section and the Department's representative from the citywide recognition committee.
3. An employee may be nominated for department recognition by the Department Director, supervisor, or any other Department employee.
4. Nominations may be guided by, but not limited to the criteria as outlined in Section IV. B. 3.
5. Each department will develop its own method of recognition of its employees.
6. Each department will nominate not more than two employees for consideration of the City Employee of the Year Award. (See Section IV. B.)

### **B. City Employee of the Year Recognition**

1. Each City department may submit one or two nominations. The City Employee of the Year Committee will select three candidates for City Employee of the Year from the nominations submitted. The City Manager will make the final selection.
2. Each department's nomination(s) will be submitted in memo form (see attached) to the City Employee Recognition Program Committee members. The nomination(s) must be in sufficient detail to adequately describe the rationale for the nomination(s) and can be based on a specific incident or ongoing performance.
3. The nomination(s) may be guided by, but not limited to, the following criteria:
  - a. Demonstrates a commitment to their assigned tasks above and beyond normal job expectations.

- b. Makes a significant contribution to improving department and City services,
  - c. Exhibits innovation and creativity,
  - d. Demonstrates commitment to job through consistent attendance,
  - e. Is an inspiration to co-workers,
  - f. Demonstrates extraordinary helpfulness and friendliness when serving the public and when working with other co-workers and City departments,
  - g. Exemplifies team spirit in accomplishing normal duties and special projects.
4. The nomination(s) for City Employee of the Year will be submitted from each Department to the Employee Recognition Program Committee representative by March 31 of each year for the prior fiscal year ending December 31. All nominations submitted to the Employee of the Year Committee members will be reviewed by that committee. Three candidates for City Employee of the Year will be selected based on the review of all submitted nominations. The three candidates will be submitted to the City Manager for final selection.
5. The City Employee of the Year will receive recognition and/or compensation as determined by the City Manager.