



EMPLOYEE RECOGNITION PROGRAM

I. PURPOSE:

The Objectives of the City of Crystal River Employee Recognition Program are to:

- Establish a work environment where employees are appreciated and inspired through their creativity, commitment, and outstanding contributions to the City.
- Engage employees by recognizing outstanding accomplishments that go beyond their regular roles and duties.
- Recognize and retain outstanding employees.
- Positively reinforce performance and innovation that improves efficiency, develops new ideas, and increases production.
- Ultimately provide the citizens of Crystal River with premium service; by increasing the morale and production of all employees in the City of Crystal River.
- Attract and retain an exceptional workforce.

II. POLICY AND PROCEDURE:

Nominations for Employee of the Month can be submitted by citizens, co-workers, supervisors, & City Council members.

All City of Crystal River employees are eligible for Employee of the Month with the exception of Director level employees and above. Only employees who have earned Employee of the Month can be considered for Employee of the Year.

A. NOMINATION PROCESS

Nominees for Employee of the Month must meet the following criteria:

1. Nominees must have performed above and beyond their required duties.
2. Additionally, each distinguished nominee must have accomplished one or more of the following:
 - a. Must have maintained a consistent positive attitude while adhering to the City of Crystal River goals and objectives.
 - b. Must have provided outstanding service and support to another department within the City of Crystal River.
 - c. Has displayed exemplary customer service while dealing with the public, co-workers, other departments within the City of Crystal River, or outside agencies.
 - d. Must have brought about a significant act and outcome which generated positive attention upon the City of Crystal River and its employees.

- e. Has performed an action resulting in a heroic outcome or humanitarian deed.
 - f. Contributed to the improvement of services provided to the public or the workforce with the City of Crystal River.
- 3. The nomination of the employee must clearly identify and describe the specific incident, action, or completed project that exceeded the job description in a manner deserving of recognition.
 - a. For Employee of the Month, this must have taken place in the designated month.
 - b. For Employee of the Year, this must have taken place within the designated year.
- 4. Nomination forms must be placed into the nomination box for consideration by the committee.
- 5. Human Resources will determine that the nominee is eligible, based on the established criteria. Once approved, the selection process will be initiated.

B. SELECTION PROCESS

The committee will administer the selection process. One nominated employee will be selected from the pool of nominees and be recognized as Employee of the Month. Each year will run from January through December.

- 1. Committee will compile the nominations.
 - a. It will be the responsibility of Human Resources to advise of any derogatory marks in the file of any nominee.
 - b. It will be the responsibility of Human Resources to confirm that the current nominees are eligible for consideration.
- 2. Committee members will evaluate nominations at scheduled committee meeting. The Committee shall be comprised of at least five (5) members.
 - a. Selection results will be determined by a majority vote present at the Committee meetings. Criteria for selection will be determined on the information provided in the nomination form and personnel file.
 - b. If there is a tie in the selection process, the top candidates will be presented to the City Manager to determine the final selection.

C. AWARDS

Employee of the Month

1. A certificate will be awarded and presented to the Employee of the Month.
2. A perpetual plaque identifying the year, month, the employee name, and department will be on full display in the City Hall Lobby.
3. A full day off will be awarded to the Employee of the Month, with prior approval by the Department Director, in the form of a “Full Day Off” certificate and a \$25.00 Gift Card. The full day off must be taken by the end of the month in which the employee was selected.
4. The employee will also be recognized on the Crystal River Government Facebook Page and at a council meeting by the City Manager.
5. The Employee of the Month will receive consideration for Employee of the Year. Only those recipients that have received Employee of the Month will be eligible for the Employee of the Year. The Employee of the Year will be determined by the Committee based on the previous Employee of the Month recipients of that respective year.

Employee of the Year

1. The Employee of the Year will be awarded during the regularly scheduled January Council meeting for the previous year.
2. A certificate will be awarded and presented to the Employee of the Year.
3. The recipient will receive a “Full Day Off” certificate and a \$100.00 Gift Card as well as special recognition by City Council.

III. CRITERIA

A. Eligible Employees

1. Full-time and permanent part-time employees are deemed eligible. New hires in their initial probationary status, temporary employees, and seasonal employees are deemed ineligible for Employee of the Month or Employee of the year. Volunteer fire department members not on probation and in good standing are eligible.
2. Employees must have a satisfactory evaluation score on their most current performance review to be considered.

3. Employee can be awarded Employee of the Month no more than twice in a twelve-month period.
4. Employee must not have received any documented disciplinary action in the previous six months, not have any disciplinary action pending to be considered.
5. Employee must not have been found negligent in a safety accident or incident during the previous twelve (12) months or be involved in a pending safety accident in which safety or negligence seems to be the determining factor.