

PERSONNEL PROCEDURE 02-1

SUBJECT: Employee of the Quarter and Year

PURPOSE: To encourage outstanding job performance and the exceptional delivery of city services by employees. To recognize employees who demonstrate exemplary work and service performance.

APPLICABILITY: Applies to all active regular employees of the City of Clarksville.

REFERENCES: None.

POLICY STATEMENT: It shall be the policy of the City of Clarksville to encourage employees to achieve the best possible job performance and delivery of services, and to recognize those employees who perform in an outstanding manner by the establishment of this performance recognition program.

DEFINITIONS:

- a. Employee of the Quarter: The employee selected for outstanding performance during a regular quarter. Candidate selection should be made at department level no later than the 15th of the first month of the next quarter. Candidates for city level consideration shall be selected no later than the end of the first month of the next quarter.
- b. Employee of the Year: The employee selected for outstanding performance for the respective year in consideration. A candidate (only one) shall be selected at department level no later than January 15th following the year of consideration, The city level candidate shall be selected no later than January 31st following the year of consideration.
- c. Selection Committee: The committee appointed to review nominees for selection considerations for the quarter and/or year. It shall consist of no less than three members. There will be two selection committees, one for candidate selection at each respective department, and one for city level consideration. Each committee shall select a facilitator to oversee the completion of the committee's review process.
- d. Candidate of Consideration: A regular employee who has been submitted for selection consideration for employee of the quarter or year, at department or city level, using the employee submittal form.
- e. Employee Submittal Form: The established form requesting pertinent performance and achievement information on a candidate of consideration.
- f. Committee Facilitator: The member of a selection committee who has been identified by the selection committee to oversee the selection process to completion, which includes the identification and

submission of selected recognition candidates to the department head or mayor.

- g. Period of consideration: The period of time for which a candidate's performance and achievement is considered for selection considerations. (Generally, the previous quarter or year).

RESPONSIBILITIES:

- a. Any regular employee of the city may submit a candidate of consideration to the candidate's department for selection committee review. All submissions shall be made on the employee submittal form.
- b. Department Heads will be responsible for submitting candidates to the human resources department for city level considerations.
- c. Selection Committees will be responsible for selecting a candidate from among the candidates of consideration and submitting their selections to the department head for recognition. Committee Facilitators will complete the "Selection Committee Use Only" section of the submittal form before candidates are presented to the Committee for selection consideration.
- d. Department Heads will be responsible for the overall administration of the program nominations and selections in their respective department. Department Heads will ensure that no candidate of consideration will have active discipline, below satisfactory performance (less than 2.68 rating), and will validate that the candidate has successfully completed their new-hire probationary period.

DEPARTMENT LEVEL RECOGNITION:

- a. The department head will be responsible for appointing a selection committee. The department head may assign the committee to identify only one employee of the quarter for the entire department, or may elect to identify several employees of the quarter based on job-related categories. Departments, however, should limit their selections to no more than four categories. The Mayor may authorize changes in department-level recognition designs. The department, based on candidate submissions, may not elect to make a selection for any given period of consideration, if the committee or department head makes such conclusion. All committee recommendations will be submitted to the department head for final approval. A decision not to participate in Employee of the Quarter/Year must be documented and submitted to the Mayor with a justification as to why the department is not participating any respective period of consideration.

- b. Departments will submit candidates of consideration for the Employee of the Quarter/Year for city level consideration from among those selected for recognition at department level. Candidate submissions for the city level recognition that was not recognized at the department level must be documented by the department head with the rationale for the submission and approved by the Mayor before being submitted for city level consideration. Employees recommended for employee of the year by the department for city level consideration must have been selected as employee of the year for the department.
- c. Submissions should be provided on the attached Employee of the Quarter submittal form. Support documentation may be attached to the form upon submission. All submissions shall be presented to the department for which the candidate was assigned for the period of recognition. Departments shall retain all employee of the Quarter/Year paperwork and submissions for at least one year following submissions.
- d. Departments will recognize the selected employee of the Quarter and Year with an engraved plaque and posted department photo.
- e. An employee of the Quarter shall receive \$50 in cash and the employee of the Year \$100 in cash.

CITY LEVEL RECOGNITION

- a. The Human Resources Department will assist with the administration of the program at the city level.
- b. The Human Resources Director will assist the mayor will identifying a selection committee. The committee shall consist of Department heads and/or city officials and be no less than 3 members. The committee will review and recommend a candidate of consideration for the period of recognition.
- c. The committee shall review the department submissions as provided on the Employee Submittal Form and make its recommendation of selection to the Mayor. The Human Resources Director will normally act as the committee's Facilitator. The Mayor will be the final approving authority for the selected candidate.
- d. City recognition for employee of the quarter and year shall include an engraved plaque and posted photo.
- e. An employee of the quarter shall receive \$100 in cash and an employee of the year \$250 in cash.

OFFICIAL DOCUMENT

APPROVED BY THE CITY COUNCIL: March 26, 2002

EFFECTIVE DATE: JANUARY 1, 2002

WILBUR D. HILL, HUMAN RESOURCES DIRECTOR

EMPLOYEE OF THE QUARTER/YEAR SUBMITTAL FORM

Period of Recognition: (check one)

Selected Quarter: 1ST _____ 2ND _____ 3RD _____ 4TH _____

Employee of the Year: Year of Consideration _____

Submitted by (print): _____ **Submission Date** _____

Candidate Information:

Name _____ Dept. _____ Job Title _____

Please complete the following information for selection committee considerations for the recognition period:

Explain the employee's quality of work.

Explain the employee's quantity of work.

Provide any noteworthy performance achievements and/or service contributions.

Provide any additional information about the employee's personal or community achievements.

Why should this employee be considered for recognition?

Selection Committee Use Only (Submissions shall be rejected if there is an unfavorable response for any of the following questions based on the criteria of this program).

Does the employee have a current satisfactory performance rating on file? _____

Does the employee have any active discipline on file or been terminated for misconduct? _____

Has the employee successfully completed their probationary period? _____

Name of Committee Facilitator: _____