

## CITY OF NEW HOPE

### EMPLOYEE RECOGNITION PROGRAM

Implemented March 1, 1991

Revised October 26, 2011

This program was developed to recognize outstanding performance. It provides for the selection and formal recognition of four Employees of the Quarter and an Employee of the Year.

#### Eligibility:

All regular full-time and part-time employees and police reserves are eligible for participation in the program.

#### Definitions:

Quarter - A three-month period, from January 1 to March 31, April 1 to June 30, July 1 to September 30, and October 1 to December 31.

Year - A twelve-month period, from December 1 to November 30.

Employee of the Quarter - An eligible participant who is selected for recognition of outstanding performance during the defined quarter.

Employee of the Year - An eligible participant who is selected for all-around good performance throughout the current year.

#### Nominations:

Any employee or New Hope citizen may nominate an eligible participant. Nominations are limited to one submission per nominator per quarter for EOQ or one per year for EOY.

Nominations must be in writing and must describe the outstanding performance, giving specific examples.

Nominations must be signed and submitted to the director of human resources/administrative services in a sealed envelope, or sent via email, by the last workday of each quarter for Employee of the Quarter and by the designated deadline for Employee of the Year.

Nominations will not be carried forward from one period to the next, but the same employee may be nominated in consecutive quarters (or years).

## EMPLOYEE OF THE QUARTER

### Recognition:

The selected Employee of the Quarter will be recognized by the 15th of the first month in the following quarter.

Recognition shall include a special bulletin, for general distribution, profiling the employee and a gift for personal use. The gift shall be a \$100 gift card.

### Selection:

A selection committee will evaluate the nominations and select the recipient. The committee shall consist of the director of human resources/administrative services (non-voting facilitator) and one representative from each city department.

The director of human resources/administrative services will present the nominations to the committee in such a manner as to conceal the name of the nominator. This may require some minor editing of the nominations.

The committee may request additional information from the nominator and/or the nominee's supervisor. Such requests and responses would be handled by the director of human resources/administrative services. If there are two equally qualified candidates, in the opinion of the committee, they may select co-recipients for any given quarter. On the other hand, in the absence of quality nominations, the committee may decide not to select a recipient for a given quarter. If a group of employees are nominated and selected as EOQ, the group would receive (1) gift card for \$100 cumulatively which would be used for the group i.e. to go out to lunch, etc. If a committee member is nominated, the member will be told in advance and advised not to attend the meeting. The person's supervisor will be asked to attend as a resource but not a voting member.

When a committee member will be absent, she/he should ask another representative from the department to attend.

Nominees who are not selected as EOQ will each receive a \$15 gift card. If a group is nominated and not selected, the group will receive one \$15 gift card to be used for the group.

## EMPLOYEE OF THE YEAR

### Recognition:

The selected recipient will be recognized at the annual employee recognition event. In addition, recognition shall include a name plate on a permanent plaque to be displayed at City Hall, a designated parking spot, an article in the city newsletter *In Touch*, a story in the *SunPost* local newspaper, and a gift for personal use. The gift shall be a \$200 gift card.

### Selection:

Employee of the Year shall be selected by the management team. They will review all nominations and base their decision on consistent performance, considering criteria such as dealing effectively with the public, supporting department/city goals and objectives, being a team player, exhibiting good time management, etc.