

## **APPENDIX C: EMPLOYEE RECOGNITION POLICY**

The Village of Bayside “Employee Recognition Program” recognizes employees who have contributed to the Village by consistently performing their job well, by having a pleasant attitude towards work and serving the community, and bringing attention to improving the general efficiency and productivity within Village government. This program recognizes employees in three areas, Public Service Recognition Award (Semi-Annual), Organizational Improvement Award (as appropriate), and Service Anniversaries (starting at ten (10) years and increasing with each five (5) years of service thereafter).

### **Eligibility**

1. Any full-time, part-time, or seasonal employee of the Village is eligible.
2. An employee may receive an award more than once in a calendar year.
3. The employee must have no less than a satisfactory performance report, and no disciplinary actions or preventable accidents during the six months preceding the nomination.

### **Who can nominate an Employee?**

Any employee may be nominated for an award by anyone (Trustee, coworker, resident). A fellow employee or subordinate position can recommend recognition for a Department Head as well. After nomination, the Village Manager will meet with the nominator and determine the appropriate outcome.

### **Award Determination**

The Awards committee shall be composed of the Police Chief, Director of Finance & Administration, and Director of Community and Utility Services. They will review the nominations and make recommendations to the Village Manager. This includes evaluating all suggestions resulting in an improvement in Village operations, significant accomplishments and/or consistent performance at a high level.

Award submittals are due the last Friday in March and September. The committee will meet the first week of April and October to discuss the nominations from the prior term and provide recommendation for the recipient.

### **Award Categories & Criteria for Selection**

#### **Public Service Recognition Award: Semi-Annual**

These five criteria will be used to help determine employee eligibility. While the list is not exhaustive, all of the listed components must be met to be considered eligible for an award.

- **Exceptional Work Performance:** Consistently performs outstanding quality work; completes work in a timely manner, when due; shows initiative and inventiveness in performing difficult tasks; is aware of changes in areas of expertise; completes special projects; goes above and beyond the call of duty.

- Attitude: Displays a positive attitude about the job, towards the public, toward fellow employees, supports the work group, and accepts changes in conditions.
- Cooperativeness: Helps fellow employees, is cheerful and willing to share knowledge and skills, points out problem areas and possible solutions.
- Work Attendance: Reports to work and leaves on time, does not abuse lunchtime or breaks, practices good judgment in the use of sick leaves; plans vacations in advance.
- Customer Service: Willingness to go beyond the job requirements to satisfy the customer; courteous and responsive; meets or exceeds department standards for responding to public inquires and requests; displays a professional and positive image of the Village.
- A recommendation that has been implemented and meets the intended goal of improving employee communication or employee morale.

**Organizational Improvement Award: Annual (As appropriate; 1/2/3 place)**

- Create a savings in labor, material, supplies or energy.
- Introduce new or improved methods, equipment or procedures.
- Eliminate unnecessary or redundant methods, procedures or equipment.
- Going Green: Introduce a method in which energy consumption will be reduced by implementing the recommendation.

**Service Anniversaries: As appropriate**

- Service Anniversary Awards are presented to all eligible employees who have served the Village for an extended period of time, starting with ten (10) years, and increasing in five-year terms thereafter. A different gift will be provided for each level reached, as outlined.
1. Ten (10) Years
    - An apparel item with the Village's logo.
    - Letter of recognition from the Village Manager.
  2. Fifteen (15) Years
    - A \$50.00 gift certificate from a vendor of the Village's choice.
    - Letter of recognition from the Village Manager.
  3. Twenty (20) Years
    - A \$75.00 gift certificate from a vendor of the Village's choice.
    - An apparel item with the Village's logo.
    - A special recognition proclamation from the Village Board of Trustees.
  4. Twenty Five (25) Years
    - A \$100.00 gift certificate from a vendor of the Village's choice.
    - An apparel item with the Village's logo.
    - A special recognition proclamation from the Village Board of Trustees.
  5. Thirty (30) Years
    - A \$150.00 gift certificate from a vendor of the Village's choice.

- An apparel item with the Village's logo.
- A special recognition proclamation from the Village Board of Trustees.

### **Employee Retirement Policy**

The Village of Bayside recognizes the importance of loyalty and dedication and therefore has created a retirement policy as follows. The Village Manager or designee shall select all gifts.

1. An employee, upon their retirement, as described in the personnel manual, which works for the Village from 10 – 19 years, and separates in good faith, shall receive acknowledgement and appreciation not to exceed \$100.00.
2. An employee, upon their retirement, as described in the personnel manual, which works for the Village from 20 – 29 years, and separates in good faith, shall receive acknowledgement and appreciation not to exceed \$200.00.
3. An employee, upon their retirement, as described in the personnel manual, who works for the Village greater than 30 years, and separates in good faith, shall receive acknowledgement and appreciation not to exceed \$300.00

### **Awards**

An employee may be recognized in the following manner:

1. A letter from the Village Manager describing the reasons for selection.
2. Non-Monetary Recognition
  - This can include trophies, plaques, and personal items such as clothing, hats, and gifts.
3. Monetary Recognition
  - The monetary amount of an award shall be determined, whenever possible, by the amount of money saved, time saved, or expenditures avoided by the contributions of the employee. An overall percentage of afore mentioned criteria, up to \$250 in gift certificates shall be possible for the award. If not applicable, the amount shall be determined by the Village Manager in relation to the work being honored.

### **Funding Agency**

At the discretion of the Village Manager, awards will normally be funded out of the budget of the department that receives the benefit. If more than one department will benefit, the award will be funded from all affected departments on a prorated basis or from other budgetary sources.