

Exceptionally Evans Employee Recognition Program

Compensation is earned for fulfilling the responsibilities of your role.

Recognition celebrates exceptional effort and impact.



Purpose

The City of Evans recognizes the importance of motivating, compensating, and developing employees. As such, we encourage opportunities to recognize individual and team efforts. This program is intended to provide guidelines for recognizing and rewarding accomplishments that are congruent with our mission, vision, EDGE values, and objectives of City operations. The effectiveness of this program is rooted in our ability to provide recognition that is viewed by employees as valuable and meaningful.

Program

The Employee Recognition Program provides a consistent, equitable, and timely way for employees, leaders, and community members to recognize individual and team contributions aligned with the City's mission, vision, operational goals, and EDGE values. Recognition should be specific, meaningful, and appropriate to the level of contribution.

Appreciation

Showing authentic appreciation is by far the most effective way to exhibit employee recognition with lasting significance. While money is important to all of us, what tends to motivate us more abundantly is the timely, thoughtful, personal kind of recognition that signifies true admiration for a job well done. There are many examples and opportunities for informal recognition and supervisors are encouraged to incorporate this type of recognition into daily interaction with employees and coworkers.

Awards

There are occasions when it is appropriate to reward an individual employee or a team:

- Exceptional service to an employee, citizen, or other customer
- Efficiency, effectiveness, innovation, and productivity in job performance
- Outstanding demonstration of the City's values
- Commitment to safety
- Successfully overcoming unusual difficulties
- Teamwork and cooperation in working with fellow employees to effectively attain project goals
- Effective demonstration/utilization of a special skill not included in the employee's regular duties
- Actions that help to significantly: (1) eliminate waste; or (2) conserve taxpayer dollars
- An idea or method that increases the operational efficiency of a process

As a caution, the purpose is **not** to reward:

- Employees for meeting job expectations
- Only highly visible activities
- Giving individual recognition for a team accomplishment, or team recognition when only a few individuals were primarily responsible for the success
- Employees due to feelings of pressure or guilt
- Employees for effectively "fighting fires" due to lack of planning or poor execution

Acknowledgment

While appreciation is incredibly important in overall employee recognition, acknowledging a person's inherent value is equally regarded. The point of acknowledgment may not point out a specific accomplishment, rather it recognizes their worth as a colleague and takes notice of adherence to our EDGE values.



Administrative Guidelines

Non-monetary awards will be presented and processed at the department level so employees may be recognized in accordance with the values and priorities of their respective work units. Some examples of non-monetary or *de minimis* (as outlined in IRS Publication 15-B) awards include verbal appreciation/recognition; thank you notes; plaques; trophies; certificates; pen/pencil sets; desk items; mugs; caps, shirts/sweatshirts; occasional parties/picnics; food items; occasional theater or sporting event tickets. All monetary awards (cash and cash equivalents—i.e., gift cards/certificates) will result in tax liability for the employee. See the Finance Department for tax liability questions.

Program Administration and Fairness

Eligibility: Unless a specific award states otherwise, any City employee or community member may submit a nomination. Eligible nominees include regular full-time, regular part-time, part-time, seasonal, and temporary City employees who are actively employed when recognition is presented.

Selection Principles: Decisions will consider the specificity of the example, connection to one or more EDGE values, positive impact, and the extent to which the contribution exceeded normal expectations. Job title, department visibility, schedule, work location, or access to leadership will not be used as indicators of merit.

Conflicts of Interest: Committee members will not review or score a nomination involving themselves or a direct report. A majority of the Employee Recognition Committee must apply the published criteria to each formal nomination and agree to award the employee.

City Recognition Programs

EDGE In Action Award: Do you have a colleague who inspires others on the team to be better? EDGE In Action celebrates City employees whose everyday actions bring our EDGE values to life—**E**mpowering others, **D**elivering exceptional service, **G**rowing professionally, and **E**ngaging with colleagues and the community. These everyday efforts strengthen our organization's culture and deserve citywide recognition.

Nominations can be submitted by any employee or community member to recognize individuals who demonstrate teamwork, initiative, reliability, or exceptional customer service. Whether it's stepping up during a colleague's absence, taking extra care to ensure a job is done right, or providing additional support to a colleague or community member, we want to celebrate the people who make a difference every day. If someone comes to mind, nominate them for EDGE In Action and help recognize the positive impact they have on our organization. EDGE In Action is the program's "spot recognition" for meaningful, everyday contributions that demonstrate our EDGE values.

EDGE In Action Program Criteria

- Any City employee or community member may submit a nomination
- Nominations recognize individual employees for everyday actions that demonstrate one or more EDGE values
- Nomination forms are sent directly to the Employee Recognition Committee
- Recognition may be awarded throughout the year and shared citywide through an internal communication channel
- The nomination must describe a specific action, identify at least one EDGE value demonstrated, and explain the positive impact
- The action should go beyond simply completing routine duties as expected, even when the impact is modest or occurs during everyday work
- Nominations will be reviewed as they are received using consistent EDGE In Action criteria
- Recipients will receive a \$10.00 gift card or a gift valued at \$10.00 of their choice

Going the Extra Mile (GEM) Award: As the program's higher level of individual recognition, the GEM Award recognizes employees who consistently exemplify our EDGE values or make an exceptional, meaningful contribution to a colleague, the organization, or the community. These nominees may include regular full-time, regular part-time, part-time, seasonal, and temporary employees. GEM recipients will be recognized throughout the year and will automatically be considered for the Annual GEM Award(s). Employees must be actively employed at the time of the Annual GEM Award ceremony to be eligible for the annual award.

GEM Program Criteria

- Any City employee or community member may submit a nomination
- Nomination forms are sent directly to the Employee Recognition Committee
- Recipients will be considered throughout the year based on GEM criteria
- Employees can be nominated more than once per year
- GEM recipients will automatically be considered for the Annual GEM Award(s)
- Annual GEM Award(s) will be presented at the annual Holiday Luncheon
- Recipients will receive an Evans EDGE coin to redeem at the EDGE store

Teams In Action (TIA) Award: This award is designed to recognize the accomplishments and efforts of various teams, task forces, or work groups that may operate within a department or across departments. The TIA objective is to encourage teamwork in the areas of safety, work environment or procedural improvement, quality service delivery, enhanced productivity, special projects, employee focus, and community enrichment. TIA recipients will be recognized throughout the year and will automatically be considered for the Annual TIA Award(s). Employees must be actively employed at the time of the Annual TIA Award ceremony to be eligible for the annual award.

"Teams" qualifying for this award can be of any size and duration. However, this program is generally intended to reward groups that demand individual contributions from every member of the team (e.g., an entire division should not be rewarded for the efforts of a fraction of its membership).

Examples of criteria for TIA Awards:

- Customer Service Improvement
- Exceptional Service Delivery
- Improved Efficiency
- Community Involvement
- Enhanced Work Environment
- Special Projects

TIA Program Criteria

- Any City employee or community member may submit a nomination
- Nomination forms are sent directly to the Employee Recognition Committee
- Recipients will be considered throughout the year based on TIA criteria
- TIA recipients will automatically be considered for the Annual TIA Award(s)
- Annual TIA Award(s) will be presented at the annual Holiday Luncheon
- Recipients will receive an Evans EDGE coin to redeem at the EDGE store

Nomination and Selection Process

The City will use one short nomination form for EDGE In Action, GEM, and TIA. The form should identify the recognition level, nominee or team, department or work group, EDGE value demonstrated, specific example, positive impact, context, and nominator contact information.

- The Employee Recognition Committee will receive and acknowledge the nomination; confirm that required information is included
- Confirm that the nomination meets the criteria of the award mentioned on the form
- Screen for eligibility and committee conflicts of interest
- The Committee may determine that a nomination is more appropriately recognized at a different program level and may reclassify the nomination accordingly
- The Employee Recognition Committee will review the nomination and determine if the employee will be awarded