

# **EMPLOYEE RECOGNITION PROGRAM**

## **REWARDS AND RECOGNITION - Process**

### **Eligibility**

All City employees, volunteers, and contract employees.

### **Who can make a nomination?**

Any member of the public, City employee, volunteer, contract employee, appointed or elected official can make a nomination. Restrictions are that you cannot nominate yourself, and a winner will not be eligible for a second nomination until one calendar year has elapsed. Employees are not limited in the number of nominations they can make in any nominating period.

### **How does a person make a nomination?**

Nomination(s) must be submitted on the nomination form. Give detailed, factual information, and be specific about what makes your nominee(s) outstanding. Explain how nominee meets the ideal(s) identified in the selection criteria. Nomination forms will be available in all departments and in the Human Resources Department at City Hall. Nomination forms must be delivered or mailed to the Human Resources Department in a sealed envelope. Nominations are kept confidential throughout the process and the nominators will not be made known to the Selection Committee. Deadline for submission is the end of each quarter i.e., March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup>. Award presentations will be made at a regular meeting of City Council.

## **REWARDS AND RECOGNITION - Program Objectives**

- To involve members of the public, employees, volunteers, contract employees, appointed or elected officials in continuous improvement of City services by recognizing excellent work by City of Dallas employees.
- To promote innovation that results in productivity and performance improvements.
- To promote team spirit and unity of purpose within the City based on shared achievement.
- To demonstrate trust and a commitment to the ideals of respect for others and the community.
- To involve the community and employees of the City of Dallas as a partner in the pursuit of excellence in customer service.

## **REWARDS AND RECOGNITION COMMITTEE - Composition**

The Selection Committee is comprised of three department heads that will meet on an ad hoc basis.

## **REWARDS AND RECOGNITION - Selection Criteria**

Award nominees must meet one or more of the following criteria:

- **Demonstrates a high level of service to the public.**  
For example, continuously displays tact and diplomacy in dealing with difficult situations or takes the extra step to achieve customer satisfaction.
- **Exhibits a leadership role.**  
For example, takes on additional duties when necessary so work will be completed in a timely, efficient manner.
- **Demonstrates a high level of service to the staff.**  
For example, willingness to work responsively with other employees, volunteers, appointed or elected official, or members of the community; looks for solutions to problems that help other City employees do their jobs more efficiently.
- **Acts to improve relations...**  
Between the public, employees, departments, other agencies, governmental bodies, or community groups. For example, shares information, ideas and resources with fellow employees.
- **Makes a substantial contribution to the City of Dallas that enhances the image of the City.**  
For example, performs significant volunteer service in the community.
- **Demonstrates improved efficiency, creativity and inventiveness.**  
For example, explores alternative solutions to problems and comes up with answers that work; or looks at existing processes and devises ways to make them better.
- **Performs in an outstanding and courageous manner during an emergency situation.**  
Consideration should be given to the consequences that would have resulted if the act had not been performed.
- **Exceptional performance in a one-time specific project or situation.**  
Task was completed in a timely and thorough manner and the work was of superior quality.

## **REWARDS AND RECOGNITION – Selection Process**

- Nominations are made by any member of the public, employee, volunteer, contract employee, appointed or elected official on the nomination form, for any employee, volunteer, contract employee, appointed or elected official – except themselves.
- Any nominations received after one deadline will automatically be carried over to the next period.
- The Selection Committee may conduct informal interviews with the nominator to gather information on the nature of the nomination.
- The Selection Committee will select one recipient each quarter.
- The Mayor, City Manager or Department Head will present awards at a regular meeting of the City Council.

## **RECOGNITION**

- Name(s) added to a perpetual plaque to be hung in a prominent place in City Hall.
- Notification to local newspaper and in the City Newsletter.
- Certificate of Appreciation from the City of Dallas, signed by the Mayor.
- \$100 cash award or gift certificate for the recipient(s).



# CITY OF DALLAS

## EMPLOYEE RECOGNITION NOMINATION FORM

Any member of the public, City employee, volunteer, contract employee, appointed or elected official may nominate a City employee, volunteer, or contract employee for consideration of this award. Nominations may be made for individuals or groups of individuals. The Rewards & Recognition Committee will select recipients. Submission deadline is March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup> of each year.

Nominee \_\_\_\_\_  
(Name/Position )

Details regarding nomination including how nominee(s) meets City's ideals: (attach additional pages if necessary)

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Person making nomination: \_\_\_\_\_  
Name/Department (if applicable) (Signature)

Address: \_\_\_\_\_

(The nominator will not be made known to the committee during their evaluation.)

\*FOR CONFIDENTIALITY, PLEASE SEAL NOMINATION IN AN ENVELOPE AND SUBMIT TO THE HUMAN RESOURCES DEPARTMENT AT CITY HALL