



Approved By: Garrett Evans
City Manager

Subject: Employee Recognition Program

Purpose: The City of Pittsburg wishes to recognize employees who perform above and beyond the call of duty or provide dedicated service to the City. The Employee Recognition Program acknowledges full-time, part-time, and seasonal employees who have made extraordinary efforts to develop or manage a project or program or provide exceptional service or innovation.

I. Overview

A. Utilization – All Department Directors and Supervisors are strongly encouraged to utilize the recognition mechanism outlined in this plan to reward outstanding employee effort. In addition, the City intends to promote and provide a work environment where individual or group efforts are recognized and rewarded.

B. Recognition Awards

i. This awards program intends to encourage creative, innovative thinking and behavior by employees and to recognize and reward those individuals or group(s) whose activities enhance the organization. Employees can earn recognition awards by providing a more efficient or responsive public service or developing a better way to do the job.

C. Recognition Types

i. Staff Appreciation and Recognition Award (STAR)

1. The STAR award allows Department Directors, Supervisors, staff, and the public, to recommend and recognize employees who have demonstrated innovation or performance excellence for a particular task, issue, or customer service above and beyond normal duties.

2. STAR rewards are determined by the Department Director and issued by Human Resources and may include one or more of the following:

a. certificate of appreciation

- b. trophy
- c. city logo item
- d. gift certificate, not to exceed \$100.
- e. Recognition through the City’s social media page

ii. Anchor Awards – The City Manager awards this category for exceptional achievement for demonstrating outstanding efforts while responding to emergencies, minimizing or solving work-related urgent situations or service excellence impacting multiple program areas. Anchor Award recipients may receive one or more of the following 1) a Certificate of Appreciation, 2) a city logo item, or a gift certificate (not to exceed \$100), 3) recognition through the City’s social media page, and 4) if the achievement warrants; a trophy at discretion of the City Manager.

II. Award Procedures

- A. The Human Resources Department shall be responsible for initiating and implementing Employee Recognition Program.
- B. Department Directors, Supervisors, staff, and the public, may complete the Employee Recognition Nomination Form through the City’s website. The Department Director reviews the Employee Recognition Nomination Form and makes a recommendation to the City Manager. The City Manager approves the STAR or Anchor Award. Alternatively, Department Directors may email Human Resources and City Manager to recommend STAR or Anchor Awards.
- C. Self-nominations are not permissible.
- D. Human Resources will place a copy of the Employee Recognition Nomination Form and Certificate of Appreciation in the employee’s personnel file.

III. Funding

- A. The Human Resources Department budget shall fund the Employee Recognition Program.