



<b>CHAPTER: 06 - Human Resources Policies</b>	<b>POLICY #:</b>	<b>06.11.12</b>
	<b>OFFICE/DEPARTMENT:</b>	<b>Human Resources</b>
<b>SECTION: 11 - Miscellaneous</b>	<b>EFFECTIVE DATE:</b>	<b>October 1, 2015</b>
	<b>CITY MANAGER:</b>	<b>Erdal Donmez</b>
<b>SUBJECT: 12 - Employee Recognition and Bonus Program</b>	<b>PAGE:</b>	<b>1 of 4</b>

## **PURPOSE**

The purpose of the Employee Recognition and Bonus Program is to encourage employees to achieve personal and professional goals that maximize city services and programs. It promotes teamwork, encourages empowerment, and motivates employees to work efficiently and productively. It also provides cash bonuses such as recruitment and retention incentives for identified positions on an as needed basis.

## **SCOPE**

Employees in full-time and part-time regular status positions that have been approved for one element of the Employee Recognition and Bonus Program are eligible for recognition and bonuses under this program. Eligibility for one element does not entitle the employee to other elements within this policy as each element is separate and apart from other elements.

## **POLICY**

### Provisions

All recognition and bonus programs are administered by the Human Resources Department..

#### **A. RECOGNITION PROGRAMS**

##### **1. Bright Spot Awards (Peer Recognition)**

Bright Spot Awards may be given to employees, by coworkers, for providing great customer service, internal support, or going above and beyond for coworkers. Quarterly drawings are conducted (for all employees who received a Bright Spot) and randomly selected winners receive a cash award. The Bright Spot Award electronic nomination form is available on the City's intranet.

##### **2. Shining Star Awards (Management Recognition)**

Shining Star Awards may be given to employees who go above and beyond their normal duties. This award requires approval by the requesting employee's Department Director.

These awards are redeemable for gift cards and range in value. The Shining Star Award electronic nomination form is available on the City's intranet.

### 3. Excellence Awards

Employees may nominate coworkers who demonstrate professional excellence in the City's core values. Winners are announced at an annual employee event, such as the Employee Chili Cook Off and receive an award. The Excellence Awards forms are available on the City's intranet.

### 4. Retirement Recognition

The City recognizes employees who retire with fifteen or more years of service with a retirement gift. Employees are offered a wide selection of gifts to choose from such as watches, clocks, and unique lifestyle gifts. This recognition is a symbol of the City's appreciation for their time, dedication and loyalty to the City.

### 5. Wellness Rewards

To encourage healthy lifestyles, the City provides a variety of wellness activities. Participation is rewarded with incentives such as gift cards and door prizes.

## B. BONUS PROGRAMS

### 1. Recruitment and Retention Bonuses

Recruitment and Retention bonuses are offered to attract and encourage retention of employees holding positions that may be affected by City business conditions, or susceptible to fluctuations within the applicable labor market, or other factors affecting recruitment and retention as determined by the Director of Human Resources. These cash bonuses may be paid in lump sum or at specific time intervals appropriate for the situation. Recruitment and Retention bonus totals range from \$500 to \$4,000 depending upon the nature of the situation and critical needs of the City.

### 2. Certification Bonus

Certification bonuses are offered to encourage employees holding positions that require one certification to attain additional related certifications that increase knowledge, skills, and abilities recognized within their field. Certification bonuses range from \$250 to \$500 and are paid as one time cash bonuses.

### 3. Project/Performance Bonus

Project/performance bonuses are offered to reward employees who have excelled in their job performance above and beyond the call of duty, or have met extremely tight

deadlines imposed by the City, or have participated on a team that completed a project deemed significant by the City. Project/Performance bonuses are paid in one-time lump sum cash bonuses that may either be a percentage of their base pay or a set amount ranging from \$500 to \$5,000. An employee who has temporarily served in a capacity higher than their current position for more than 60 days may also be eligible for a bonus.

#### 4. Shift Differential Bonuses

Shift Differential bonuses are offered to encourage employees to remain on less than desirable midnight shifts. Such bonuses are paid after the employee has completed a designated tour of duty (i.e. - after 12 weeks or more of continuous performance on the midnight shift). Shift differential bonuses are paid in a lump sum at time specific intervals and range from \$500 to \$1,800 on a position by position basis unless otherwise covered by a Collective Bargaining Agreement.

#### Provisions

- (1) Funding for the recognition programs will be budgeted and paid by the Human Resources Department. Funding for the bonus programs will be paid by the requesting department within their respective budgets.
- (2) All bonuses must be approved by the Director of Human Resources in advance of any commitment extended to an employee or applicant by any City employee.
- (3) All amounts paid to employees as a result of this policy are subject to applicable taxes.
- (4) This policy may be amended or cancelled by the City at any time. No part of this policy shall be interpreted to create a prevailing right for any employee. No part of this policy, or recognitions and bonuses given pursuant to this policy, are subject to grievances under City policy or union contracts.

#### **RESPONSIBILITIES**

**Directors and/or Supervisors** - Shining Star awards require approval by the requesting employee's Department Director. Directors must notify Human Resources to request Certification, Project/Performance or Shift Differential bonuses. Directors/supervisors must not extend any bonus offers until approved by the Director of Human Resources.

**Human Resources** - Administers all recognition and bonus programs and notifies Financial Services of applicable taxes to be withheld under this policy.

**Employees** - Notify their supervisor upon successful completion of a required certification.

**ADMINISTRATIVE REPEAL**

This administrative policy shall supersede and replace all prior policies and procedures on the same subject.

**APPROVAL**

City Manager                      Erdal Donmez

Human Resources                Dale Pazdra