

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 06 PERSONNEL POLICIES	POLICY #: 06.11.08
SECTION: 11 MISCELLANEOUS	
SUBJECT: 08 EMPLOYEE GAINSHARING PROGRAM	
	OFFICE/DEPARTMENT: PERSONNEL
	EFFECTIVE DATE: 10/01/95
	CITY MANAGER: MICHAEL S. LEVINSON
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PURPOSE

The Employee Gainsharing Program is an integral part of the City's Total Quality Management Program. Its purpose is to encourage employees and teams of employees to think creatively and improve processes thereby ultimately reducing City expenditures and passing the resulting cost savings to taxpayers and other customers.

ELIGIBILITY

All full-time and part-time, both regular and temporary status, employees are eligible for awards under this program. The eligible employee must be employed by the City on the date awards are announced in order to receive the award.

PROVISIONS

The Employee Gainsharing Program will consist of three (3) distinct programs which will be administered by the Human Resources Department:

A. **INSTANT EMPLOYEE RECOGNITION**

Instant recognition awards are available for employees exhibiting excellent customer service, initiative and creativity. These awards have a value ranging from \$10 to \$100 and are available by requisition to Human Resources. These items are awarded immediately at the discretion of the work unit supervisor.

B. **DEPARTMENTAL PERCENTAGE OF BUDGET RETENTION PROGRAM**

- (1) A fund will be established annually totalling ten percent (10%) of the City-Wide Net Favorable Variance each fiscal year. This award shall be rolled over into the next fiscal year budget. The amount to be awarded will be determined after the completion of the annual outside audit. The roll over amount will be appropriated from unappropriated fund balance by March 1 of each year. Unused amounts awarded may carry over from year to year at the discretion of the City Manager.
- (2) A committee representing Department Directors and the City Manager shall make recommendations on how the roll over funds are spent. Funds should be used for: new or upgraded equipment, accelerating planned capital purchases, new programs or enhanced services. Funds cannot be used for hiring of regular full-time employees. Final approval of expenditures shall be made by the City Manager.

C. CITY-WIDE PERCENTAGE OF BUDGET EMPLOYEE AWARD PROGRAM

- (1) Each employee will receive a pro-rata share of 10% of City-Wide Net Favorable Variance each fiscal year. The amount of the award shall be determined and announced by the Director of Financial Management after the completion of the annual outside audit, typically by March 1.
- (2) No amounts will be awarded in fiscal years where a City-Wide Net Favorable Variance is not achieved.
- (3) The pro-rata share will be determined as follows:
 - a. All full-time regular employees employed as of October 1 of the previous fiscal year will be allotted one share.
 - b. All full-time regular employees employed after October 1 and prior to September 30 of the previous fiscal year will receive .5 share.
 - c. All full-time temporary and part-time regular or temporary employees who worked over 1,040 hours in the previous fiscal year will receive .5 share.
 - d. The total amount available for award will be divided by the number of shares in order to determine the amount of the award.
 - e. The dollar amount awarded per share shall not exceed \$750.00.

DEFINITIONS

City-Wide Net Favorable Variance: The difference between actual City revenues/expenditures and adopted budget City revenues/expenditures for the fiscal year ended September 30.

The following revenues and expenses are exempt from this program:

- Capital expenditures;
- Water and Sewer Fund - water, waste water and standby revenues, impact fee revenue, interest income and non-operating expenses.
- Revenue and expenditures from Special Revenue and Debt Service Funds
- Inter-fund Transfers.
- Non-departmental revenues and expenditures; and
- Self Insurance Funds - Property and Casualty revenues and expenses.

PROCEDURES

- (1) Funding for the awards program will be appropriated annually in the budget.
- (2) Awards will be presented at an appropriate ceremony. In addition, employees receiving awards may be recognized in internal and external City publications.
- (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 awards given pursuant to this policy are subject to grievances under City policy or union contracts.

HISTORICAL INFORMATION

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

APPROVED:

Michael S. Levinson, City Manager

Date

CITY OF CORAL SPRINGS

INSTANT EMPLOYEE RECOGNITION REQUISITION FORM

EMPLOYEE

NAME

DEPARTMENT/DIVISION

—

TITLE

AWARD

REQUESTED

REASON FOR RECOGNITION

—

—

—

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REQUESTED

BY _____ DATE _____

CC: Human Resources
Community Relations/Marketing
Department
City Manager's Office

Pipeline Wall of Fame Commission Outside Press Release