

DEPARTMENT OF PUBLIC WORKS      MANAGEMENT MANUAL	
<b>Personnel Directive</b>	Subject: <u>EMPLOYEE AWARDS PROGRAM</u>
ISSUED BY:    BUREAU OF MANAGEMENT – EMPLOYEE SERVICES	

FEBRUARY 1, 1993

PERSONNEL DIRECTIVE NO. 32  
(Revised)

### **BACKGROUND**

This Directive is intended to list the various awards programs which are available to employees in the Department of Public Works. It is designed to separate the many awards programs into those which are given on a Citywide basis, a Departmentwide basis, and a Bureauwide basis. The Directive also lists the criteria for qualifying for each award and the nominating procedures.

The Board's goal in revising this Directive is to promote the effective and consistent use of awards as a means to provide recognition, and to enhance motivation, morale and productivity.

### **CITYWIDE AWARDS**

The following awards are administered on a Citywide basis.

1. Career Service Awards
  - A. This program provides public recognition for outstanding actions by employees and for performance which merits civic recognition.
  - B. Every regular civilian employee is eligible for an award, which is given because the individual has demonstrated extraordinary job accomplishment over past years, or has performed a single outstanding act on the job.
  - C. The criteria for considering a nominee for this award include whether an employee has:
    1. placed himself or herself in danger beyond the call of duty;
    2. contributed to the improvement of equipment used by the City;
    3. contributed to the body of knowledge of an area of City service;

4. performed outstandingly in handling the public;
  5. demonstrated outstanding dedication to duty or outstanding leadership qualities;
  6. performed service beyond the call of duty to persons whose life, safety, or health was in jeopardy; or
  7. received recognition from the City or other agencies or organizations for unusual services.
- D. Each year, the Employee Development Section of the Human Resources Division of Personnel Department notifies the Bureau of Management-Employee Services (MES) that it is time to nominate employees for Career Service Awards.
- E. MES then instructs the various Bureaus to nominate those employees who meet the above criteria for this award.
- F. The Bureaus send their nominations to MES, which then forwards the nominations through the Board of Public Works to the Personnel Department.
- G. The nominations from the various departments are reviewed by the Advisory Management Council, which selects the employees who most merit the awards.

II. Service Pins

- A. Service pins are issued at the end of 10, 15, 20, 25, 30, 35, and 40 years of City service. Service pins for 25 years and under shall be presented by the employing bureaus to their respective employees at their work locations. The following procedures will be used:
1. MES receives quarterly the service pins and IBM run of names from the Personnel Department.
  2. MES forwards the service pins to the employing bureaus for presentation.
  3. A presentation shall be made promptly to the employee at his/her work location with his/her co-workers and the highest level of bureau management available in attendance.
- B. Service Citations for employees receiving service pins with less than 30 years service shall be requested by the employing bureau.

1. Such request shall be made to the Liaison Commissioner assigned to personnel matters on the form designated for this purpose (attached). The Liaison Commissioner will coordinate the preparation of the Citation.
  2. The Liaison Commissioner shall forward the Citation to the employing bureau for presentation.
  3. A presentation shall be made promptly to the employee at his/her work location with his/her co-workers and the highest level of bureau management available in attendance.
- C. Service pins for 30 years or more of service will be presented at a meeting of the Board of Public Works. The following procedure will be used:
1. For Service Pins which meet the standards for Board presentation, the employing bureau shall forward its request to the Liaison Commissioner in charge of personnel matters for approval.
  2. This request must be on a special form (attached) and include the type of award to be given with the pin (Service or Service/Retirement).
  3. The Liaison Commissioner will forward the approved request and presentation date to MES which will notify the recipient and appropriate Bureau head of date and time of award, prepare and distribute flyers, and if requested by the employing Bureau head, prepare a speech for the Board presentation. The Liaison Commissioner will coordinate the preparation of the Citation.

#### DEPARTMENTWIDE

The following awards are administered on a departmentwide basis.

#### Safe Driver Awards

A. Safe Driver awards certificates are given at the end of 1, 3, 5, 10, 20, and 25 years of safe driving without any chargeable vehicular accidents for employees in the classes of Refuse Collection Truck Operator, Truck Operator, Heavy Duty Truck Operator, and Motor Sweeper Operator. Employees receiving certificates 10 years and above are also eligible for monetary awards as follows: 10 years -- \$ 25; 15 years -- \$ 50; 20 years - - \$75; and 25 years -- \$100. The employing bureau shall provide MES

with the name of the eligible employee, along with his/her qualifying accident-free period. MES shall notify the Controller's Office, which will issue a voucher for the appropriate amount in the employee's name, with the funds to come from the employing bureau.

- B. Awards below the level of twenty years will be presented by the employing bureaus to their respective employees at their work locations.

The following procedure should be used:

1. The employing bureau shall transmit a list of employees to MES as they become eligible for safe driver certificates.
2. MES shall prepare the awards certificates and forward them to the employing bureau for presentation.
3. Presentation shall be made promptly to the employees at their work locations with fellow employees and highest level bureau management available in attendance.

- C. Safe Driver Certificates and Cash Awards of 20 years and above will be presented at a meeting of the Board of Public Works.

1. The employing bureau shall transmit the names of eligible employees to MES.
2. MES shall prepare the flyers; notification letters to the recipients and employee's Bureau head; and make all necessary arrangements for the Board presentation.

## II. Attendance Incentive Program

On September 21, the Board of Public Works adopted a "Non-Monetary Incentive Program" for accrual of specific amounts of 100% sick leave. This program is a modified version of the program adopted by the City Council earlier that year, which established a Commendation/Pin Program.

In order to determine the -employees who may be eligible for a commendation and/or pin, a special computer run is provided by the Personnel Department at the beginning of each calendar year covering eight categories of good attendance. Since it was previously determined that eight categories are not manageable in Public Works, the categories have been reduced to four. These are described below, along with the type of award to be given for each category and the method for distributing each type of award:

- A. Category #1 - 896 hours accumulated
  - (1) Special Commendation signed by Board President and Bureau Head
  - (2) Presentation at Board - by individual bureau
  - (3) Group picture and article in HILITES.
  
- B. Category #2 - 800 to 895 hours accumulated with 0-18 hours used during the year
  - (1) Commendation, (prepared by employing bureau)
  - (2) 800 Club pin
  - (3) Commendation and pin signed and presented by Bureau Head.
  
- C. Category #3 - 400 to 799 hours accumulated with 0- 18 hours used during the year
  - (1) Commendation (prepared by employing bureau)
  - (2) 400 Club pin
  - (3) Commendation and pin signed and presented by Division Head.
  
- D. Category #4 - 100 to 399 hours accumulated with 0-18 hours used during the year
  - (1) Letter of Commendation (on Bureau letterhead) signed by Division Head.

Employees receive pins/commendations the first time they reach the 400 or 800 hour level. In subsequent years, they do not receive pins/commendations should they again reach either level.

#### BUREAUWIDE

In addition to all awards discussed in this Directive, Bureaus are encouraged to develop and use other recognition programs specifically tailored to their unique operations and the contributions made by their employees.

Every two years, a statistical review of each Bureau's awards will be conducted by representatives of the Task Force for Participative Management and Employee Morale, based on statistics compiled by each Bureau. The purpose of this review will be to determine whether the awards are being distributed in an equitable manner. Specifically, each Bureau's employee recognition program is to have a coordinated, fair, and uniform awarding process that insures consistency and quality to the employee recognition awards.

In addition to the programs for employee recognition administered by each Bureau, special presentations, such as Meritorious Achievement Awards, will continue to be presented at a meeting of the Board of Public Works.

1. Meritorious Achievement Awards

A. To initiate action for a Meritorious Achievement Award, Bureau heads shall review and approve all nominations for their employees. It is suggested that those who nominate employees for this award bear in mind that it is intended to serve as special recognition for service at a level above and beyond the normal duties of the job. The following, therefore, are offered as guidelines in determining whether an employee should be considered for a Meritorious Achievement Award:

- Contributes substantial effort to accomplish tasks significantly beyond normal job requirements
- Maintains consistently high level of productivity
- Courageous handling of an emergency situation
- Consistently shows initiative, assumes responsibilities, and exercises persistence in the timely resolution of problems
- Plays a critical role in the completion of a major or unusually difficult project on or ahead of schedule and within budget
- Recommends a change which results in an improvement in quality of services, productivity, safety, or security

B. After the Bureau head approves a request for a Meritorious Achievement Award, the employing bureau shall submit a request to the Liaison Commissioner assigned to personnel matters for approval. Such requests shall be made on the form designated for this purpose (attached). The Liaison Commissioner will forward the approved request and presentation date to MES for processing.

C. MES will notify the recipient and employing bureau of the date and time of presentation, prepare and distribute flyer, and, if requested, prepare speech for Board presentation.

D. The preparation of the Citation will be coordinated by the Liaison Commissioner.

Reference: Personnel Procedures Manual - Sec. 17.500 - 17.550

Supersedes: Personnel Directive No. 32, dated May 27, 1983

MS:BW:(wp/pd)ah

**REQUEST FOR CITATION**

DATE:

TO: Board of Public Works  
Attn: Jill Farrington  
Room 3682 City Hall  
Mail Stop 464

FROM: \_\_\_\_\_  
\_\_\_\_\_

Please prepare the following citations:

Service \_\_\_\_\_ Retirement \_\_\_\_\_ Meritorious Achievement \_\_\_\_\_

**Complete for Meritorious ONLY:** In recognition of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Employee Names(s)</u>	<u>Classification (s)</u>	<u>#of Years</u>
_____	_____	_____
_____	_____	_____

Award to be presented by: BOARD \_\_\_\_\_ BUREAU \_\_\_\_\_

**FOR BUREAU PRESENTATION ONLY:**

Provide name and phone number of person to be contacted when citation(s) completed:  
\_\_\_\_\_ Approximate date bureau presentation(s) will  
be made: \_\_\_\_\_.

**FOR BOARD OF PUBLIC WORKS PRESENTATIONS ONLY:**

First choice date: \_\_\_\_\_ Second choice date: \_\_\_\_\_

Speech to be prepared by: Bureau \_\_\_\_\_ M.E.S \_\_\_\_\_

NOTE: ALLOW AT LEAST TWO WEEKS FOR PREPARATION OF CITATION.