

CITY of ALBUQUERQUE

TWENTY SECOND COUNCIL

COUNCIL BILL NO. R-16-20 ENACTMENT NO. _____

SPONSORED BY: Klarissa J. Peña

1 RESOLUTION

2 ADOPTING AN EMPLOYEE RECOGNITION PROGRAM FOR THE CITY OF
3 ALBUQUERQUE.

4 WHEREAS, the City, through its goal of Governmental Excellence and
5 Effectiveness, wishes to ensure that City government is responsive to its
6 citizens and that every element of the government contributes effectively to
7 meeting the needs of the public; and

8 WHEREAS, high employee morale is beneficial in reaching the City's goal
9 of providing the most proficient and effective public services possible; and

10 WHEREAS, recognition of outstanding employee performance promotes
11 overall high morale of City employees; and

12 WHEREAS, the City Council supports an employee recognition program in
13 which City employees who have demonstrated exemplary public service are
14 nominated by their peers or members of the public, and a committee
15 consisting of City employees and managers selects recipients for an award of
16 one day of paid leave.

17 BE IT RESOLVED BY THE COUNCIL, THE GOVERNING BODY OF THE CITY OF
18 ALBUQUERQUE:

19 Section 1. Employee Recognition Program. That an employee recognition
20 program as outlined in the attached documents be in all respects approved
21 and implemented by the City.

22 Section 2. Employee Recognition Committee. That an Employee
23 Recognition Committee be established, consisting of: One Division Manager
24 from Human Resources, who will serve as Chair of the Committee; Four
25 Division Managers from other City Departments (one per department); a
26 representative of the Mayor's Office, and a representative of the City Council.

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1 Committee members will be designated by their Department Director, the
2 Mayor, or the City Council, respectively. The Employee Recognition
3 Committee will be responsible for:

4 1. Reviewing nominations and making recommendations on the
5 appropriateness and amount of award.

6 2. Ensuring consistency of awards for similar job performances.

7 3. Promoting public and employee awareness and participation in the
8 Employee Recognition Program.

9 4. Evaluating, reviewing, and making suggestions for the changes to
10 the Employee Recognition Program.

11 Section 3. Nominations for Employee Recognition. That nominations for
12 employee recognition awards under this program can be made by any member
13 of the public or a fellow City employee. Nominations must be routed through
14 the nominated employee's Supervisor and Division Manager or Department
15 Director for review and comment, and must be submitted in writing to the
16 Employee Recognition Committee. Division Managers and Department
17 Directors cannot withhold a nomination.

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City of Albuquerque

Employee Recognition Program

Guidelines

Introduction:

This Employee Recognition Program is intended to encourage City employees to go beyond our citizens' expectations and meet the highest standards of service to the community. Recognizing the useful role incentives play in encouraging superior employee performance and innovation, this program serves to reward performance and dedication that exceeds normal expectations.

Scope:

This program is designed to reward City employees who exceed normal job duties and expectations in pursuing the City's Governmental Excellence and Effectiveness goal: Government is ethical, transparent, and responsive to its citizens. Every element of government contributes effectively to meeting public needs.

Areas of Recognition:

Accomplishment- Recognition for distinct and extraordinary accomplishments that have made significant identifiable successes or improvements for the citizens of Albuquerque.

Human Relations- Recognition for outstanding contributions made toward enhancing the quality and morale of the workplace, or creating a better public image of City government (such as positive personal interaction with other employees, public awareness, improving internal relationships, or collaboration with other agencies).

Performance & Innovation- Recognition for superior performance or innovation: initiative, work quality, work quantity, attitude, job skill, longevity, response to unanticipated situations, efficiency, response to supervisory direction, money savings, or contributions to City priorities.

Public Service- Recognition for demonstrating a high awareness of the needs of the citizens in regard to the services provided, and encouraging others to value the importance of public service and stewardship.

Safety & Heroism- Recognition for demonstrating outstanding judgement or courage in an emergency, voluntarily risking his/her life or taking action to prevent injury, loss of life or damage/loss of property.

Health & Wellness- Recognition for providing outstanding leadership and setting an example in support of the City's pursuit of enhanced organizational effectiveness through improvements in the health and wellness of employees.

Eligibility:

All classified and unclassified employees of the City are eligible to participate in this program except for those in Division Managers positions or above. Employees must not have received disciplinary action within the last 2 years of nomination.

Nominations:

Nominations must be submitted in writing with documented evidence of superior performance or innovation. Nominations may be made by any member of the public or a fellow City employee. All nominations must be routed through the chain of command to the Division Manager and/or Department Director for review and comments. Division Managers and Department Directors cannot withhold a nomination. All nominations must then be submitted to the Chair of the Employee Recognition Committee for consideration at least two weeks in advance of the next quarterly committee meeting.

Employee Recognition Committee:

An Employee Recognition Committee will be established and will be responsible for:

1. Reviewing nominations and making recommendations on the appropriateness and amount of award.
2. Ensuring consistency of awards for similar job performances.
3. Promoting public and employee awareness and participation in the Employee Recognition Program.
4. Evaluating, reviewing, and making suggestions for the changes to the Employee Recognition Program.

The Committee will consist of: One Division Manager from Human Resources, who will serve as Chair of the Committee; Four Division Managers from other City Departments (one per department); a representative of the Mayor's Office, and a representative of the City Council. Committee members will be designated by their Department Director, the Mayor, or the City Council, respectively.

Awards:

One award in each of the Areas of Recognition may be awarded every quarter. Each award recipient will be given one full day of paid leave to be used within one year of award. Plaques or other non-monetary gifts may also be awarded. Awards will be contingent upon the City's approved budget.

Presentations:

Presentation of awards shall be made at City Council meetings.

Employee Recognition Website:

An area on the City's website will be established and maintained for the Employee Recognition Program and will include a list of award recipients, as well as access to nomination forms and information.



City of Albuquerque

Employee Recognition Program

Nomination Form

Name of Employee being nominated				For Human Resources Use Only		
#	Name*	Grade Ex. E12, M14	Dept/Div	Emp ID #	Time in present position	Years of service with City
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

(Use additional sheets if needed)

*Each employee nominated requires a separate justification, unless nominated as a group initiative.

Accomplishment ☐

Human Relations ☐

Performance & Innovation ☐

Public Service ☐

Safety & Heroism ☐

Health & Wellness ☐

- Send completed form to Supervisor/Division Manager/Department Director for review and comment.
- Once complete, forward to the Employee Recognition Committee: City Human Resources Dept, Old City Hall – 7th Floor – Rm 703

Nominator Signature

Date

Supervisor Signature

Date

Division Mgr. or Dept. Director Recommends: Yes ☐ No ☐

Date