

EMPLOYEE RECOGNITION PROGRAM

I. PURPOSE:

The purpose of this program is to establish the criteria and means of selection to recognize outstanding City of Little Rock Employees. City employees provide a wide range of services and significantly contribute to the quality of life in this City. The Employee Recognition Program has been designed to promote public service achievement and will encourage excellence in its employees and in City departments. Utilizing a recognition program can boost morale and increase an employee's interest in participating in City functions.

II. RESPONSIBILITY:

The Human Resources Department is responsible for maintaining an on-going award recognition program for City of Little Rock employees. The Human Resources Department will be assisted by a Mahlon A. Martin Committee, which is responsible for selecting the final three (3) candidates from the annual group of Departmental Employees of the Year to be considered by the City Manager for the Mahlon A. Martin Award.

- A. This Committee will be comprised of one (1) representative from each City Department appointed by the Department Director.
- B. This Committee will elect a Chairperson, with Human Resources Department Staff serving as coordinator. Members of the committee will serve a one (1)-year term and may be reappointed to the Committee at the Department Director's discretion. The Committee is charged with the responsibility of following and maintaining the Employee of the Year guidelines during the selection process.

III. POLICY:

Each year, the City of Little Rock will recognize its employees and their high quality of performance at an event held during Employee Appreciation Week. This event will consist of an employee luncheon or other such event as deemed appropriate by the City Manager.

IV. PROCEDURE:

A. Department Recognition:

1. Employee recognition is encouraged to begin at the Department level with the establishment of a Departmental Employee Recognition Program.
2. Each Department may establish an Employee Recognition Program Committee. The Department committee will consist of a cross-section and the Department's representative from the City-wide recognition committee.
3. An employee may be nominated for Department recognition by the Department Director, supervisor, or any other Department employee.
4. Nominations may be guided by, but not limited to the criteria as outlined in Section IV. B. 3.
5. Each Department will develop its own method of recognition of its employees.
6. Each Department will nominate not more than two (2) employees for consideration of the Mahlon A. Martin Employee of the Year Award. (See Section IV. B.)

B. Mahlon A. Martin Employee of the Year Recognition:

1. Each City Department may submit one (1) or two (2) nominations. The Selection Committee will select three (3) final candidates for the Mahlon A. Martin Employee of the Year from the nominations submitted. The City Manager will make the final selection.
2. Each Department's nomination(s) will be submitted in memo form to the Selection Committee. The nomination(s) must be in sufficient detail to adequately describe the rationale for the nomination(s) and can be based on a specific incident or ongoing performance.
3. The nomination(s) may be guided by, but not limited to, the following criteria:
 - a. Demonstrates a commitment to their assigned tasks above and beyond normal job expectations.
 - b. Makes a significant contribution to improving Department and City services.
 - c. Exhibits innovation and creativity.
 - d. Demonstrates commitment to job through consistent attendance.
 - e. Is an inspiration to co-workers.
 - f. Demonstrates extraordinary helpfulness and friendliness when serving the public and when working with other co-workers and City Departments.
 - g. Exemplifies team spirit in accomplishing normal duties and special projects.
4. The nomination(s) for the Mahlon A. Martin Employee of the Year will be submitted from each Department to the Selection Committee Coordinator by March 31st of each year for the prior fiscal year ending December 31st. All nominations submitted to the Selection

Committee members will be reviewed by that committee. Three (3) final candidates for the Mahlon A. Martin Employee of the Year will be selected by secret ballot based on the review of all submitted nominations. The three (3) final candidates will then be submitted to the City Manager for final selection.

5. The Mahlon A. Martin Employee of the Year will receive recognition and/or compensation as determined by the City Manager and will serve as the current year recipient.

Approved:



Bruce T. Moore
City Manager