

COMMUNITY SERVICE AWARD

I. PURPOSE:

The Community Service Award is presented by the City Manager in recognition of services to the community above and beyond the call of duty by City Employees.

II. RESPONSIBILITY:

A Community Service Award Committee will be established by the City Manager to review award nominations and ensure consistent application of the award criteria.

III. POLICY:

This award is presented to an active employee who exemplifies service to the community. Service may be expressed through volunteer efforts, service to organizations which serves citizens and other employees or other personal sacrifice which leads to the betterment of the community and its citizens.

IV. PROCEDURE

- A. The Department Director, or City Manager in the event that the Department Director is to be nominated, may receive a nomination for such award from any Department Director, Manager, Supervisor, other employee, or citizen who desires to nominate an employee to receive the Community Service Award. Such nomination must present specific detail of the services and actions performed by the employee for presentation to the Community Service Award Committee.
- B. The Community Service Committee shall be appointed by the City Manager.
- C. Community Service Awards shall be limited to no more than two (2) in any calendar year, and there shall be no requirement that the award be presented in any calendar year. No employee may be presented with this award more than once in any five (5)-year period. In addition, this award shall not be presented for tenure nor dedication to regular duties of the employee's assignment with the City of Little Rock. Any nomination must present specific documentation of service to the community and its

citizens above and beyond normal duties falling in the course and scope of that employee's regular assignments.

- D. After committee review, the City Manager will make the selection for appropriate presentation to the employee or in case of posthumous awards to the family of the deceased employee. The Community Service Award will be presented at the Annual Employee Recognition Award, where attendees include all Mahlon A. Martin Award Winners, Board Members, Department Directors and City of Little Rock employees with 20+ years of service with the City. The invitation list could be expanded to include any and all Community Service Award winners.
- E. Recipient(s) of the Community Service Award will receive recognition and/or compensation as determined by the City Manager.

Approved:



Bruce T. Moore
City Manager