

# **CITY OF LITTLE ROCK EMPLOYEE RECOGNITION PROGRAM**

## **PURPOSE**

The purpose of the Mahlon A. Martin Employee of the Year Award is to recognize exemplary performance by individuals identified by their supervisors and peers as having consistently excelled in their positions and demonstrated integrity and a strong commitment to the mission and values of the City of Little Rock.

## **ELIGIBILITY**

All full time employees with at least one (1) year of continuous service are eligible to participate in the Employee Recognition Program.

## **LITTLE ROCK EMPLOYEE OF THE YEAR COMMITTEE**

The Human Resources Department is responsible for maintaining an ongoing award recognition program for City of Little Rock employees and will be assisted by a Selection Committee. The purpose of the Selection Committee will be to select the final three (3) candidates from the annual group of departmental employees of the year to be considered by the Mayor and 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. The members will serve a one-year term. Committee members 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.

## **EMPLOYEE RECOGNITION PROGRAM**

### **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 should establish an Employee Recognition Program Committee. The department committee will consist of a cross-section and the Department's representative from the citywide 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 below.
- 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 for the Employee of the Year.

B. City Employee of the Year Recognition

1. Each City department may submit no more than two (2) nominations. The Selection Committee will select three (3) candidates for Employee of the Year from the nominations submitted. The Mayor and City Manager will make the final selection.
2. Each department's nomination(s) will be submitted in memo form (see attached) to the Selection Committee Coordinator. The nomination(s) must be in sufficient detail to adequately describe the rationale for the submission(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. Consistently and substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements and expectations.
  - b. Exhibits innovation and creativity.
  - c. Demonstrates commitment to job through consistent attendance.
  - d. Uses knowledge and expertise to quickly troubleshoot/solve problems.
  - e. Consistently demonstrates the spirit of teamwork for a collective effort in accomplishing a task or goal.
  - f. Demonstrates extraordinary helpfulness, friendliness and professionalism when serving the public and when working with co-workers and other City departments.
  - g. Makes a significant contribution to improving department and City services.
  - h. Contributes and demonstrates commitment to the City of Little Rock's mission and goals.
4. The nomination(s) for Employee of the Year will be submitted from each Department to the Selection Committee Coordinator for the prior fiscal year ending December 31. All nominations submitted will be reviewed by the Selection Committee. Three candidates for Employee of the Year will be selected based on the review of all nominations and will be forwarded to the Mayor and City Manager for final selection.
5. The City Employee of the Year will receive recognition and/or compensation as determined by the Mayor and City Manager. An employee luncheon will be held each year during Employee Appreciation Week to recognize nominees and announce the Mahlon A. Martin Award recipient.