

# ADMINISTRATIVE REGULATIONS

## OFFICE OF THE CITY ADMINISTRATOR

Number: 410  
Sections: 1 - 6  
Effective Date: 11-16-87

### SUBJECT: Employee Recognition Award

1. Purpose. To establish a meaningful employee award for outstanding municipal service.
2. Authority. Section 401 of the City Charter.
3. Application. This regulation shall apply to all departments.
4. Policy. Department Directors shall recognize employees who perform outstanding acts with a special administrative award coin which has been minted for this purpose.
5. Responsibilities.
  - 5.1 Department Directors are responsible for selection of employees to be honored.
  - 5.2 Public Information Officer shall design, cause the coins to be minted, and maintain a supply of awards for distribution to Department Directors.
  - 5.3 The City Administrator may participate in presentations of awards in the departments and cause a letter of commendation to be sent to the employee and to the Personnel Division for file.
6. Procedure.
  - 6.1 Selection of the awardee shall be on the basis of an outstanding positive act of benefit to the community or to the municipal service and additionally, may be based on criteria as determined by the Department Director including, but not limited to past performance, citations by members of the public, attendance including sick leave usage record, driving record, and attitude toward the municipal service.
  - 6.2 Presentations shall be in the workplace at such times as the Department Director may feel will afford maximum recognitions to the employee.
  - 6.3 The Director shall notify the City Administrator of the award so the Administrator can attend the presentations and issue letters of commendation.



Paul E. Cook, Acting City Administrator

