

RESOLUTION 1323

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING AN EMPLOYEE RECOGNITION POLICY

WHEREAS, the City of Gig Harbor recognizes that its employees are the organization's most important asset and resource for providing quality public services to the residents of Gig Harbor

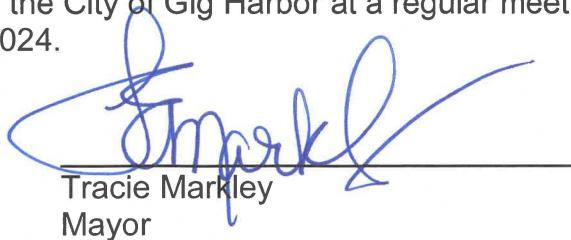
WHEREAS, the city also recognizes that there is a tradition of hard and often exemplary work and dedication to public service among its employees. The City of Gig Harbor wishes to support and encourage the continuation and growth of this tradition and to properly recognize and express its appreciation to its employees as a group and individually, citywide and in all departments.

WHEREAS, consistent with the commitment of the City Council of the City of Gig Harbor to strive to provide the best municipal service to the residents and customers of the city, it is important that the employees share that commitment, and in addition to recruiting and hiring talented and high quality employees, recognition of hard work by city employees and innovative approaches to the tasks of city employees helps to (1) develop good morale and continued efforts to work hard, (2) work towards the city's mission, and greater efficiency, productivity, and outstanding customer service, and (3) promote longer retention of the talented and high quality employees of the city;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gig Harbor:

Section 1. The Gig Harbor City Council hereby **ADOPTS THE** Employee Recognition Policy as set forth in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 14th day of October, 2024.



Tracie Markley
Mayor

Attest:



Joshua Stecker
City Clerk



CITY OF GIG HARBOR – POLICIES AND PROCEDURES

TITLE: Employee Recognition Policy

POLICY MANUAL SECTION & NO.

EFFECTIVE DATE: 10/14/24

APPROVED:
Resolution 1323

PURPOSE

The employee recognition program aims to acknowledge and appreciate exceptional performance, dedication, and contribution of employees to the success and culture of the City of Gig Harbor. Each quarter, one employee will be recognized as employee of the quarter. Annually, employees of the quarter will be eligible for employee of the year. By recognizing outstanding employees, we aim to foster a culture of excellence within the organization.

POLICY

Eligibility

All full-time and part-time regular employees are eligible for employee of the quarter. An employee may be designated as employee of the quarter only once during a calendar year.

Criteria for Selection:

1. Performance Excellence: Consistently exceeds job requirements and demonstrates outstanding performance in their role.
2. Leadership: Exhibits leadership qualities, teamwork, and collaboration with colleagues.
3. Innovation: Shows initiative, creativity, and contributes innovative ideas that benefit the city.
4. Customer Service: Demonstrates exceptional customer service and satisfaction through customer engagement and providing solutions.
5. City's Mission Statement: Exemplifies the city's adopted mission statement and adopted departmental mission statement.
6. Eligibility: Represented and unrepresented employees are eligible for employee of the quarter. Members of the city's Executive Team are not eligible.

Nomination and Selection Process:

1. Nominations can be made by supervisors, managers, or peers.
2. Nominations must include specific examples of why the employee deserves recognition, aligned with the criteria mentioned above.
3. Nominations should be submitted via the submission form.
4. The Executive Team will review nominations and make a recommendation to the City Administrator and Mayor. The City Administrator and Mayor will review nominations and select the Employee of the Quarter.
5. Selections will initially be announced in the quarterly all staff meetings.

Employee of the Quarter Benefits:

1. Plaque of Achievement: A certificate recognizing the employee's outstanding performance.
2. The GH Maritime Excellence Oar: The employee will sign their name on the oar as memorial of their great work and have possession of it on display all quarter.
3. Recognition: Announcement on city communication channels (e.g., newsletter, intranet, social media) highlighting the Employee of the Quarter and their achievements.
4. Eligibility for Employee of the Year: Each Employee of the Quarter will be eligible for the Employee of the Year award.

Employee of the Year Award:

1. Selection Process: At the end of each year, the Employee of the Year will be selected from the pool of previous Employees of the Quarter of that same year by the Mayor and City Administrator, with significant input from the Executive Team.
2. Criteria: The Employee of the Year will exemplify exceptional performance, leadership, innovation, customer service, and alignment with the city's mission throughout the year.
3. Recognition: The Employee of the Year will receive a special award and be recognized on the same channels as the Employee of the Quarter, in January of the following year.
4. Additional Benefits: In addition to the regular Employee of the Quarter benefits, the Employee of the Year will be awarded two additional floating holidays for use in the following year, in appreciation of their outstanding contribution.

Review and Evaluation:

1. The effectiveness of the Employee Recognition Program will be periodically reviewed and evaluated by leadership to ensure alignment with city goals and values.
2. Feedback from employees will be solicited to make necessary improvements to the program.

Implementation: This policy will be communicated to all employees via email and discussed at departmental/divisional staff meetings. HR will oversee the nomination and selection process, as well as the administration of rewards and benefits associated with the Employee Recognition Program.

Amendment: This policy may be subject to amendment or revision by administration as necessary to adapt to changing business needs and organizational objectives. Any amendments will be communicated to all employees in a timely manner.