

TOWN OF GREENWICH



EMPLOYEE RECOGNITION

AWARDS PROGRAM

EMPLOYEE RECOGNITION AWARDS PROGRAM

PURPOSE: Town officials consider the recruitment and retention of high quality employees a top priority. The Employee Recognition Awards program is an attempt to support this recruitment and retention priority by formally recognizing outstanding employee performance and long term dedicated service. The Employee Recognition Program is designed to motivate, recognize and reward employee performance and dedicated service to the Town of Greenwich and it's residents.

ELIGIBILITY: All permanent full time and permanent part time employees employed in all town departments are eligible to be nominated for recognition awards except the certified staff of the Board of Education. All permanent full time and permanent part time employees are eligible to receive service awards.

PROGRAM DESIGN: *Employee Recognition Awards, Employee of the Year Award, Manager of the Year Award, Team of the Year Award and Service Awards* are conferred annually during the month of September. Nominations for *Employee Recognition Awards* and may be submitted by an individual to the nominated employee's department head for endorsement. The manager or team's department head may submit nominations for Manager of the Year and Team of the Year. Nominations received and endorsed by the department head shall be forwarded during the month of May to the Director of Human Resources. The Director of Human Resources shall forward all nominations to the members of the Employee Recognition Awards Committee. The Employee Recognition Awards Committee shall consist of nine (9) employees appointed by the First Selectman. The members of the Employee Recognition Awards Committee shall consist of a cross section of employees by department and shall include both management, supervisory and non-supervisory employees. The members of the Employee Recognition Awards Committee shall serve for a one (1) year term.

During the month of June, the Employee Recognition Awards Committee shall review the nominations and select employees to receive the *Employee Recognition Awards, Employee of the Year Award, Manager of the Year* and *Team of the Year Award*. *The Employee of the Year Award* will be selected by the Awards Committee from the individual recognition awards submitted to the Committee. Employees will be notified of their selection and the award conferred at an appropriate ceremony in September.

Service awards are based on years of full time and permanent part time service (including prior service) with the Town. Service awards shall be conferred for five, ten, twenty and in subsequent five-year intervals. Service awards shall be conferred within each department at an appropriate ceremony during a time period to be announced by the Director of Human Resources.

EMPLOYEE RECOGNITION AWARD CRITERIA:

To achieve the program's purpose of motivating, recognizing and rewarding employee performance, the program is designed to be as inclusive as possible in identifying employees who merit recognition. Equally important is that recognition is given to employees in all areas of town government. To accomplish these objectives recognition awards may be conferred for the following:

Awards of Excellence: Nominee must have accomplished any of the following:

- Outstanding public service which is consistently high or which has dramatically improved
- Consistently superior work standards or work standards which have dramatically improved
- Outstanding participation in or development of a special program
- Development of a procedure which has effectively increased efficiency in work operations or public service

Personal Achievement Award: Nominee must have accomplished any of the following:

- Notable professional achievement
- Completion of long-term personal/professional training (college degree, professional certification program, etc.)

Team Player Award: Nominee must display a consistent spirit of teamwork and cooperation

Safety Recognition Award:

- A Safety & Health Committee that has made a significant contribution to Safety & Health in their department/division or whose activities have significantly decreased accidents or the potential for accidents in the workplace
- A Safety & Health Committee member who has made a significant contribution to Safety & Health in their department/division or whose activities have significantly decreased accidents or the potential for accidents in the workplace
- Any other employee who has made a significant contribution in improving the safety of his/her work area or environment.

Customer Service Award: Nominee demonstrates on a consistent basis a commitment to customer service in any of the following:

- Demonstrates by performance an understanding of the tasks of excellent customer service in that the nominee consistently seeks information, supplies information and extends him/herself when dealing with the external customers (public).

- Demonstrates by performance an understanding of the tasks of excellent customer service in that the nominee consistently seeks information, supplies information and extends him/herself when dealing with the internal customers (employees).
- While working during a stressful period in the department/division, the nominee continued to exhibit performance above and beyond that generally expected in resolving customer issues setting an example for other employees.

Public Safety Award:

- Awarded to a town employee(s) for extraordinary actions taken during a specific incident involving risk to life, property or public safety. The actions taken may have prevented such risk from occurring or limited the degree of such risk to life, property or public safety.

TOWN-WIDE AWARDS CRITERIA:

Employee of the Year Award: Eligibility is limited to employees who display, on a consistent basis, above average performance in all of the following:

- Attendance & punctuality
- Attitude and cooperation
- Initiative and leadership
- Timely completion of duties
- Consistent application of safety rules

Or, an employee who

- Consistently goes “above and beyond” what is expected in his/her job or displays exceptional merit on a consistent, long-term basis

Or, an employee who

- For a single project or act of exceptional performance which resulted in one of the following:
 - Increased department/division productivity or efficiency
 - Significant cost-savings
 - Resolving a significant problem
 - Increased morale and motivation of employees

Manager of the Year Award:

Given to the manager, superintendent or supervisor who has displayed overall outstanding performance during the year in one of the following areas:

- The completion (on time and within budget) of significant projects
- Displaying outstanding leadership abilities as assessed through the workmanship and morale of his/her employees
- Championed the concepts of teamwork and quality public service as assessed through his/her employees and departmental/divisional projects

Or

- In recognition of a specific incidence of outstanding performance or leadership during the year

Or

- In recognition of an individual who has demonstrated the greatest amount of growth as a manager during the year

Or

- To a manager who has consistently, over a period of at least 5 years, presented outstanding service in support of many accomplishments, but has seldom received recognition

Team of the Year Award:

Given to the Department or Division who throughout the year has consistently:

- Displayed outstanding leadership qualities through teamwork, promoting employee morale and outstanding public service and has consistently completed projects on time and within budget while promoting safety concerns

Or

- To a Department/Division that, in a specific incidence, has made an outstanding contribution to the welfare of the Town

Service Awards:

Service awards recognize employee service with the Town. This is an opportunity to thank employees making a long-term commitment to serve the Town and its residents. The following service awards will be conferred:

| Service with the Town | Service Award |
|------------------------------|-----------------------|
| 5 years | Service Pin |
| 10 years | Service Pin |
| 15 years | Service Pin |
| 20 years | Service Pin |
| 25 years | Service Pin and Award |
| 30 years | Service Pin and Award |
| 35 years | Service Pin and Award |
| 40 years | Service Pin and Award |
| 45 years | Service Pin and Award |
| 50 years | Service Pin and Award |

Service awards shall be conferred within the department at an appropriate ceremony.

**EMPLOYEE RECOGNITION 2002
AWARD NOMINATION FORM**

I hereby submit this nomination to the Employee Recognition Awards Committee for the following employee to receive an Employee Recognition Award. I understand that the Employee Recognition Awards Committee shall select, from among those employees nominated, the employees to receive Recognition Awards.

Name of Nominated Employee: _____ Title: _____

Dept./Division of Nominated Employee: _____

Award Nominated (check one):
Award of Excellence
Personal Achievement Award
Team Player Award
Safety Recognition Award
Customer Service Award
Public Safety Award

Please check the appropriate box. The Awards Committee from the recognition nominations submitted will select employee of the Year award.

Describe how the employee has met the award criteria and why you believe the employee deserves the award.

Cite specific incidents that relate to the award criteria.

(Attach additional sheets if necessary)

Name of Individual Submitting Nomination: _____ Title: _____

Department/Division of Individual Submitting Nomination:

Signature of Individual Submitting the Nomination: : _____ Date:

Department Head Endorsement: _____ Date: _____

Department Head to forward completed nomination form to Director of Human Resources by June 21.

**TEAM OF THE YEAR 2002
AWARD NOMINATION FORM**

I hereby submit this nomination to the Employee Recognition Awards Committee for the following Department or Division to receive the Team of the Year Award. I understand that the Employee Recognition Awards Committee shall select, from among Departments or Divisions nominated, the Department or Division to receive the Team of the Year Award.

Name of Department or Division Nominated

Dept. / Division Supervisor: _____ Title: _____

Describe how the dept. / division has met the award criteria and why you believe the dept. / division deserves the award.

Cite specific incidents that relate to the award criteria.

(Attach additional sheets if necessary)

Name of Individual Submitting Nomination: _____ Title: _____

Department/Division of Individual Submitting Nomination:

Signature of Individual Submitting the Nomination: : _____ Date:

Department Head Endorsement: _____ Date:

Department Head to forward completed nomination form to Director of Human Resources by June 21.

**MANAGER OF THE YEAR 2002
AWARD NOMINATION FORM**

I hereby submit this nomination to the Employee Recognition Awards Committee for the following Department or Division to receive the Manager of the Year Award. I understand that the Employee Recognition Awards Committee shall select, from among those employees nominated, the employee to receive Manager of the Year Award.

Name of Department or Division Nominated

Dept. / Division Supervisor: _____ Title: _____

Describe how the employee has met the award criteria and why you believe the employee deserves the award.

Cite specific incidents that relate to the award criteria.

(Attach additional sheets if necessary)

Name of Individual Submitting Nomination: _____ Title: _____

Department/Division of Individual Submitting Nomination:

Signature of Individual Submitting the Nomination: : _____ Date:

Department Head Endorsement: _____ Date:

Department Head to forward completed nomination form to Director of Human Resources by June 21.

**EMPLOYEE RECOGNITION AWARDS PROGRAM
CERTIFICATION OF AWARD**

The following Employee Recognition Award was approved for
_____ On _____ (date).

Employee Recognition Award

Award of Excellence

Manager of the Year

Personal Achievement Award

Employee of the Year

Team Player Award

Team of the Year

Safety Recognition Award

Name of Division: _____

Public Safety Award

Customer Service

EMPLOYEE RECOGNITION AWARDS COMMITTEE

| Print Name | Signature | Date |
|------------|-----------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Completed Certification of Award to be forwarded to the Director of Human Resources by June 30th.

cc: Employee HR file