



The Awards Committee will select a Chair and a Vice-Chair for two-year terms. The Chair shall preside at meetings of the Committee. The Vice-Chair will act as Chair in the Chair’s absence. If the Chair resigns or leaves the employ of the City, the Vice-Chair will assume the duties of the Chair for the remainder of the Chair’s term and shall subsequently serve a full term. At the end of the two-year term of the presiding Chair, the Vice-Chair will move into the position of Chair, and a new Vice-Chair shall be selected. The Committee serves the City Manager by determining the policies of the committee, selecting awards; establishing criteria by which nominations are received, the number of awards given, and candidate selection. The City Manager will have final approval of all recommendations submitted by the Committee.

Nothing in this policy shall limit the Committee regarding its procedures on the performance of its deliberations and recommendations regarding candidates proposed to receive awards. All deliberations of the Committee shall be completely confidential.

- B. The Committee shall be responsible for the investigation of nominations, and the forwarding of proposed awardees to the City Manager for approval.
- C. The Employee Recognition Committee shall work with the Customer Services Committee to promote the awards program and to encourage employees, supervisors and the public to submit nomination forms to the Committee.
- D. The Employee Recognition Committee will, on a yearly basis, submit a budget to the Human Resources Division, to be included as part of its overall Employee Recognition and Awards Program budget.

## **II. AWARDS**

These awards will be given to recognize and exemplify our commitment and the commitment of the award recipients to the Mission and Values of the City. A limited number of awards will be presented, making them exclusive, significant and prestigious to those being honored.

### **A. Award Categories**

Awards will be based on the following categories, reflecting the Mission and Values of the City:

Accountability  
Professionalism

Responsiveness  
Teamwork

Quality  
Problem Solving

Since the City’s slogan is “*Service at a Higher Elevation,*” the awards are named after the highest points of the San Francisco Peaks:

**1. Humphreys Award**

The Humphreys is the highest of the City Manager’s Employee Excellence Awards, and will be given each year, if warranted, to only one employee who exemplifies the Mission and Values of the City to an extraordinary degree. This award is not available as a group award.

The recipient of the Humphreys Award will receive a unique nametag to be worn for the duration of their employment with the City; an engraved award; a monetary award and a day off with pay. The award will be memorialized on a plaque to be displayed in the City Hall lobby.

**2. Agassiz Award**

One Agassiz Award will be given in each of the specific categories/values of the City to an individual or group who is outstanding in that specific category/value of the City.

The recipients of the Agassiz Award will also be given a unique nametag, an engraved award, a \$50 gift certificate and a day off with pay. Their award will also be memorialized on the City Hall plaque.

**3. Fremont Award**

One Fremont Award will be given in each of the specific categories/values of the City to an individual or group who excels in that specific category/value of the City.

The recipients of the Fremont Award will receive a unique nametag, an engraved award and a half-day off with pay. The award will be memorialized on the City Hall plaque.

For purposes of this policy and awards, a “day off with pay,” is 8 hours; and a “half-day off with pay” is 4 hours.

Awards will be presented by the City Manager at a televised City Council Work Session.

**III. NOMINATIONS FOR AWARDS**

- A. All employees, and the public may nominate any tenured employee or ATP employee, in good standing, for an award. Awards Committee members are eligible to receive an award, but will be excused from any deliberations regarding their award.
- B. The Human Resources Manager, on a yearly basis, will review all employees receiving WOW Awards and Quality Step Increases; and, if applicable, will submit nominations to the Employee Recognition Committee for consideration for a City Manager’s Employee Excellence Award.
- C. The Customer Service Committee will review all employees receiving 7K Awards, and, if applicable, will submit nominations to the Employee Recognition Committee for consideration for a City Manager’s Employee Excellence Award.
- D. Nominations will only be accepted and considered with the submittal of the appropriate nomination form. Nomination forms will be available on the City’s website, or may be obtained from any member of the Employee Recognition Committee, Human Resources Division, City Manager’s Office, or member of the Customer Service Committee. All customer service based materials or nominations will be provided to the Customer Service Committee for consideration of a 7K award.
- E. The Employee Recognition Committee will consider nominations based on a period from July 1 through June 30. Awards will be presented at a televised Work Session.
- F. Nominations will receive an acknowledgement from the City Manager, and will be reviewed and investigated by the Committee, based on specific criteria relating to the City’s Mission and Values. The Committee will consult with the Human Resources Division, as well as the Department Head and Supervisor regarding any employee being considered in the final selection process prior to the Committee making a final determination. Once the Committee has agreed upon the employees to be recognized, the City Manager will have the final responsibility to approve the Committee’s selection.

By \_\_\_\_\_  
David W. Wilcox, City Manager

Dated: \_\_\_\_\_