

CITY OF FLAGSTAFF

City Employee Directives

No. 4-040

Title: CITY MANAGER'S EMPLOYEE EXCELLENCE AWARDS PROGRAM

Effective: **Revision:** November 12, 2020

Contact: Office of Human Resources (213-2090)

While exceptional service is expected of each of us, there are some employees who go beyond our expectations and achieve the extraordinary in-service delivery and customer satisfaction. They epitomize the Mission and Values of the City.

The mission of the City of Flagstaff is "to protect and enhance the quality of life of its citizens."

We Value:

<i>Teamwork</i>	<i>Quality</i>
<i>Accountability</i>	<i>Leadership</i>
<i>Communication</i>	

The City Manager's Employee Excellence Awards Program provides a means to reward those individuals and hold them up as examples of extraordinary achievement. The City Manager's Employee Excellence Awards are part of an overall Employee Recognition and Awards Program.

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

A. Award Categories

Awards will be based on the following categories, reflecting the Mission and Values of the City as stated above.

Since the City's slogan is "*Service at a Higher Elevation,*" the awards are named after the tallest trees found in Flagstaff:

1. Ponderosa Award

The Ponderosa 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 Ponderosa Award will receive a unique nametag to be worn for the duration of their employment with the City; an engraved award; a monetary award of \$500 grossed up and a day off with pay. The award will be memorialized on a plaque to be displayed in the City Hall lobby.

2. Aspen Award

One Aspen 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 Aspen Award will also be given a unique nametag, an engraved award, a monetary award of \$100 grossed up and a day off with pay. Their award will also be memorialized on the City Hall plaque.

3. Oak Award

One Oak 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 Oak Award will receive a unique nametag, an engraved award and a 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.

II. NOMINATIONS FOR AWARDS

- A. All employees, and the public, may nominate any tenured employee or exempt employee, in good standing, for an award. All exempt employees are eligible including Extended Leadership and Leadership Team members and Division Directors. An employee is in good standing if she/he has an overall proficient performance rating and is not actively involved in a correction action plan. These nominations can be accepted at any time through the City Manager’s Office or through a Division Director.

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- B. The City Manager’s Excellence Awards will be based on a period from July 1 through June 30. Nominations will be considered throughout the year.
- C. Nominations will only be accepted and considered with the submittal of the appropriate nomination form.
- D. Using City values as guidance, the City Manager and Deputy City Managers will review Division staff using whatever process they deem appropriate, including a list of WOW and QSI recipients, for consideration of City Manager’s Excellence Awards.
- E. The City Manager, in collaboration with the Deputy City Managers, will select award recipients.

By: Greg Clifton, City Manager