

ADMINISTRATIVE POLICY NO. 14-02

Employee Recognition and Merit Awards

I. POLICY ISSUANCE

To foster excellence, the City and Borough of Sitka (CBS) implements a program to reward and recognize employees who have exhibited exceptional effort and performance that reflects the values of the CBS and enhances services to the community and its residents. This policy applies to employees covered by the *“City and Borough of Sitka Personnel Policies Handbook”*.

II. PURPOSE AND POLICY

Merit Oversight Committee

The Merit Oversight Committee (the Committee) is established by the Municipal Administrator (MA) and comprised of four to five CBS non Union employees appointed by the (MA). The role of the Committee is to:

- Establish and maintain this policy
- Review and recommend nominations for merit step increases and for awards of \$100.00 or more in value
- Recommend levels of award that promote consistent and equitable recognition

Award Criteria

Meritorious performance may be exemplified by, but not limited to, the following:

- Demonstrates initiative, innovation or creativity (such as savings to the CBS, increased efficiency of operations or continuous program improvement)
- Demonstrates extraordinary commitment, customer service, or dedication to the workplace
- Exhibits an extraordinary level of teamwork, professional development or leadership
- Contributes extra effort toward creation of a positive work place environment or positive workplace attitudes
- Achieves measurable success on special projects requiring significant extra effort
- Demonstrated and recognized, long-term "outstanding" or "excellent" performance, for a continuous period of 12 months or more (required for a merit step increase)

III. POLICY GUIDELINES

Nomination Procedure

Any CBS employee may nominate another employee. Employees may not nominate themselves, and reciprocal nominations are prohibited. The nominator shall complete a merit award nomination form. The nomination form must detail the circumstances warranting recognition and reward, and be forwarded to the Committee for processing. Supporting documentation may include:

- Comments and recommendations from the employee's supervisor, manager, appointing authority
- Approval from nominee's supervisor

Employee Performance Recognition – Non-Cash Awards

A non-cash award has a cash equivalent of \$100 or less for short-term (less than 12 months) or one-time efforts deserving immediate and special attention. This award will be in the form of a gift card in increments of either \$50 or \$100 or can be a time-off award of up to one day (eight hours). Receipt of an employee performance award does not limit an employee from being eligible for a merit award or merit step increase in the same 12 month period.

Non-cash awards as defined above are at the discretion of the department head and not subject to review by the MOC.

Merit Award

A Merit Award is a lump sum or cash-equivalent bonus granted on a one-time basis and does not alter the current hourly rate of the nominee. These awards are appropriate for special recognition of exceptional performance on a special project or other "short-term" (i.e., less than 12 months) activity of significant importance to the CBS. The amount of the award will be determined considering:

- The duration of extraordinary effort expended (days, weeks, months)
- The amount of extra effort required (time, physical energy, personal sacrifice, mental effort or demands)
- The impact resulting from the extraordinary effort (saved money, increased efficiency, and improvements to safety, the environment, etc.)
- Exceptional service to the community

The value of a Merit Award may range from \$100.00 to an amount not to exceed 5% of the annualized base salary of the nominee.

Employees are not eligible to receive a merit award and merit step increase in a single year.

Merit Step Increase

A merit step increase is a permanent adjustment to salary that advances the step level of the employee. Only employees at step H or above are eligible for a merit step increase. This increase may be appropriate when faster-than-normal salary advancement is warranted due to sustained, long-term (24 months or more) performance that significantly exceeds all standards. Merit Step awards must be approved by the MA.

All aforementioned awards must be reported to the Human Resource Director who shall provide the Assembly with a summary of award distribution twice annually.

IV. GENERAL PROVISIONS

- A. Scope: this policy applies to all departments and employees of the City and Borough of Sitka, Alaska under the general direction of the Municipal Administrator.
- B. Authority to promulgate policy: The Municipal Administrator of the City and Borough of Sitka, Alaska maintains the authority granted by the Sitka Home Rule Charter and Sitka General Code to order policy and the guidelines and implementation.
- C. Effective Date: This policy will take effect as of the signing date.

Dated at Sitka, Alaska, this 3 day of July, 2014.



Mark Gorman
Municipal Administrator

NOMINATION FORM
POLICY 14-02 ATTACHMENT B
EMPLOYEE RECOGNITION AND MERIT AWARDS

Date: _____

Nominator

Name: _____

Department: _____

Nominee

Name: _____

Department: _____

Type of Nomination: _____

Merit Step Increase: _____

Merit Cash Bonus amount: _____

Reason for Nomination: Provide a narrative that addresses how the nominated employee has exhibited exceptional effort and performance that reflects the values of the CBS and enhances services to the community and its residents. Factors the Merit Oversight Committee will consider will include:

- ✓ Demonstrates initiative, innovation or creativity (such as savings to the CBS, increased efficiency of operations or continuous program improvement)
- ✓ Demonstrates extraordinary commitment, customer service, or dedication to the workplace
- ✓ Exhibits an extraordinary level of teamwork, professional development or leadership
- ✓ Contributes extra effort toward creation of a positive work place environment or positive workplace attitudes
- ✓ Achieves measurable success on special projects requiring significant extra effort
- ✓ Demonstrated and recognized, long-term "outstanding" or "excellent" performance, for a continuous period of 12 months or more (required for a merit step increase)

Narrative:

Approved for submission to the MOC: _____