



CITY MANAGER ACCOUNTABILITY POLICY

Policy 3.3. Employee Recognition Program Policy

This policy promotes the recognition of employee contributions to the overall objectives of the City. Accordingly:

1. The city shall develop and implement an Employee Recognition Program to acknowledge employees' contributions to the overall objectives of the city.
2. City guidelines detailing the recognition program should be communicated to employees. These guidelines should provide appropriate information about the program such as:
 - 1) The criteria upon which recognition decisions will be based
 - 2) A description of the process for selection of employees for recognition awards
 - 3) The identification of the person(s) responsible for selecting recognition award recipients
 - 4) A description of the awards and the manner of presentation
3. Recognition awards may be:
 - 1) Formal Recognition. Recognition presented at an annual banquet recognizing an employee for years of service.
 - 2) Planned Recognition. Recognition characterized by pre-arranged, more frequently scheduled ways of acknowledging contributions and accomplishments of an individual or team. This approach is less formal and provides more frequent opportunities to recognize employees. Examples may include employee of the month, safety, outstanding suggestion and customer service.
 - 3) Immediate Recognition. Recognition provided at any time for things such as demonstration of city values and contribution to department objective and city goal achievement.
4. The city shall ensure the availability of funds to support costs incurred by employee recognition programs. Any expenses incurred for presentation of awards under this policy shall be reasonable, in the approved budget.
5. The city shall be aware of and comply with any tax requirements and the city shall operate within any guidelines that may be established from time to time by the State of New Mexico statutes.

Adopted:	October 2009
Monitoring Method:	City Manager
Monitoring Frequency:	Annually in January
