



POLICIES AND PROCEDURES MANUAL

SUBJECT Monthly Employee Recognition Program	DEPARTMENT Administration		DEPARTMENT IDENTIFICATION 1100	
	SECTION 1111	PAGES 1-3	EFFECTIVE DATE CC adoption	REVISION DATE

1.0 PURPOSE

To describe the policies and procedures of the City of West Allis in pay for the monthly employee recognition program.

2.0 ORGANIZATIONS AND PERSONS AFFECTED

This policy applies to all non-represented full-time and part-time employees and interns. It does not include Executive, and Managerial employees, employees holding elective office and represented employees.

3.0 POLICY

It is the policy of the City of West Allis to establish standards for the monthly employee recognition program hereby called SCORE – Corps. A peer-to-peer recognition program, the SCORE Corps allows any employee, regardless of department, tenure, or rank, to commend another employee for demonstrating or practicing one or more of the core values.

4.0 REFERENCES

- City of West Allis Strategic Plan
- City of West Allis Vision, Mission, Core Values and Competencies

5.0 GOALS

- Efficient and effective service delivery and responsible utilization of available resources.
- High performing and continuously improving culture.
- Well-qualified motivated employees.
- Goals and work plans which align with organizational goals.
- Sense of personal responsibility.
- Employee engagement and development.
- Communication and information sharing between supervisors and employees.
- Recognize and reward high performance in a fair and consistent manner across the organization.

6.0 DEFINITIONS

- (1) SCORE - City of West Allis Core Values: Commitment to the Community
 - (a) *Service Excellence*
 - Exceptional professional service for and by outstanding people; Responsive, efficient, dedicated and engaged workforce.
 - (b) *Continuous Improvement*
 - Innovations through creative and strategic management; Sustained improvement through goal oriented customer focused results.
 - (c) *Open and Transparent*
 - Ethical, accessible and accountable government operations.
 - (d) *Renewal*
 - Revitalization through collaborations and partnerships with a focus on image, economic development, and growth.

- (e) *Equitable*
 - Respectful, responsible, compassionate, and welcoming to all.

7.0 RESPONSIBILITIES

- (1) Mayor and Common Council.
 - (a) Establish core values.
 - (b) Ensure funding within the City's limited resources and state-imposed expenditure requirements.
 - (c) Mayor – review and make selections from nominations in collaboration with City Administrator.

- (2) City Administrator.
 - (a) Ensure that the process is administered fairly, consistently and equitably without regard to personal relationships, feelings, and biases.
 - (b) Communicate the core values.
 - (c) Model and ensure executive leadership models core values.
 - (d) Establish annual award amounts for Employee(s) of the Year.

- (3) Executive, Deputy, Managerial and Supervisory employees.
 - (a) Model core values.
 - (b) Communicate the core values

- (4) Employees.
 - (a) Understand core values.
 - (b) Communicate the core values
 - (c) Recognize other employees' accomplishments and demonstration of core values.
 - (d) Nominate others who demonstrate and/or practice core values.

8.0 ELIGIBILITY

- (1) Eligibility for participation is as follows:
 - (a) Meet criteria listed in 2.0 "Organizations and Persons Affected".
 - (b) Must be employed with the City at the time of disbursement of awards.
 - (c) Employees may not have any discipline, be on a performance improvement plan or be on sick leave control during the award period.
 - (d) Employees who are on paid or unpaid leave due to disciplinary action by the City are not eligible.
 - (e) Eligibility for employees who are on paid or unpaid leave due to other factors will be decided by the Mayor and City Administrator.
 - (f) Employees may be in the SCORE Corps for only one core value per month, but may be in the SCORE Corps up to twelve times within the calendar year.
 - (g) Employees may not nominate themselves.

9.0 PROCEDURES

- (1) Nominations.
 - (a) Any employee can nominate any employee who meets the criteria listed in 2.0 for the SCORE Corps. using a form on AskAllis.
 - (b) Employees nominating another employee must provide some detail or context in his/her entry form to explain why the employee they are nominating is deserving of the recognition.
 - (c) Entry forms lacking this information will not be considered.

- (2) Review and Selection.
 - (a) Submitted nominations will be reviewed by the City Administrator for qualifications and completeness.
 - (b) The Mayor and City Administrator will select winners from the qualified monthly nominations.

- (3) Recognition.
- (a) All those nominated will be recognized on Ask Allis as a SCORE Corps nominee and receive a City logo item.
 - (b) SCORE Corps monthly winners receive a SCORE Corps button, and additional award such as a gift card, additional vacation day, and/or designated parking spot as determined by the Mayor and City Administrator.
 - (c) An AskAllis post will celebrate each month's SCORE Corps members, and share the details of their nomination in the post. Additional recognition may include a social media post, recognition by the Mayor at a Common Council meeting, acknowledgement in the employee newsletter, a certificate signed by the Mayor and City Admin and eligibility to become employee of the year.
- (4) SCORE Employee(s) or the Year
- (a) All employees recognized in the SCORE Corps per calendar year are eligible to become Employee of the Year.
 - (b) Employee(s) of the Year shall be chosen from the year's SCORE Corps Members by the Mayor and City Administrator.
 - (c) Employee(s) of the Year shall receive a monetary award*, recognition by the Mayor at a Common Council meeting, acknowledgment in employee newsletter, a social media post and article in the city newsletter
 - (d) *The amount of the awards is dependent upon budgetary limitations and shall be announced annually when the January nominations are solicited.