



Human Resources Policies and Procedures

Policy Title: Acknowledgement of Employee Performance	Policy Number: 4.15
Effective: November 29, 2007	
Supersedes: Employee Recognition Policy effective October 1, 2007	
Approval: <i>Carl P. Schuler</i>	Page 1 of 3

1.0 Scope

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

2.0 Purpose

- 2.1** To establish procedures and guidelines under which City funds can be utilized for the purpose of acknowledging employee performance that goes beyond the normal scope of responsibility.
- 2.2** This policy is designed to encourage employees to make a performance difference either individually or through teams. The policy recognizes achievements or accomplishments that contribute to the overall objectives of the City. The policy provides for monetary and non-monetary awards.

DISCLAIMER

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3.0 Policy

- 3.1** Public expenditures for appropriate performance awards shall serve a public purpose to improve morale and productivity among all City employees and therefore, permits the Mayor and City Council to fulfill their responsibilities in an efficient and cost-effective manner and assists the City in attracting and retaining an efficient, productive and capable workforce.
- 3.2** The City of Ann Arbor or its individual Service Area or Service Units, subject to budget authority, may expend funds for the purpose of rewarding performance in accordance with APR #506.
- 3.3** In no event shall the total of all performance awards received by an employee exceed the non-taxable limit as set by the Internal Revenue Service.
- 3.4** The expenditure for funds for meals related to acknowledging employee performance is to comply with APR #506.

4.0 Responsibility

- 4.1** Management will be responsible for using this policy as a framework to develop ideas within their service units that acknowledge performance and are tailored to the needs of their employees.
- 4.2** Management shall ensure that performance awards are fairly and uniformly administered based on merit.
- 4.3** Management shall ensure that deserving employees are given the performance award in a timely manner to enhance the impact of the acknowledgment.
- 4.4** All employees are responsible for acknowledging each other for team and individual efforts.
- 4.5** Human Resources Services is responsible for assisting management with the interpretation and execution of this policy.
- 4.6** Human Resources Services is responsible for reviewing the policy and incorporating changes as necessary.

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5.0 Definitions

- 5.1 Performance award** includes but is not limited to any token of appreciation, prize, meal, entertainment or event that is intended specifically to promote good will, foster a sense of pride in affiliation with the City, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for the City among City employees.
- 5.2 Monetary award** is a tangible award that has a dollar value associated with it. For example, a pen has a dollar value.
- 5.3 Non-monetary award** is a tangible or intangible award that does not have a dollar value associated with it. For example, a note of thanks does not have a dollar value associated with it.

6.0 Procedures

- 6.1** Each Service Area Administrator will determine how the policy is to be administered within their respective areas following the guidelines of this policy.
- 6.2** The following guiding principles should be used when executing the act of acknowledging employee performance:
- A. Awards should be given for significant outstanding performance that advances City, Service Area, or Service Unit goals, and should be tied to a specific accomplishment.
 - B. Awards are most effective when they are meaningful to the individual.
 - C. Care should be taken in communication and distribution of awards so they are not viewed as entitlements.
- 6.3** Retain all records for the current fiscal year and for the three prior fiscal years. Records include evidence of the measurement of results for incentive oriented programs or events, copies of invoices or receipts, etc.

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