

Award Selection Criteria

Nominations may be based on one or any combination of the following selection categories:

1. **Overall Work Performance:** Significant in quality or quantity enough to distinguish the employee from fellow staff members.
 - (a) **Quantity:** Extra effort demonstrated by responding capably and positively to a special project, additional assignment, personnel shortage, etc.
 - (b) **Quality:** Demonstrated by superior skill in execution of duties or application of outstanding job knowledge. Work product or service is superior in every detail.
 - (c) **Achievement:** Significant individual effort or contribution led to the achievement of department goals and objectives.

2. **Leadership/Interpersonal Skills:** Demonstrated exemplary behavior toward other City employees and the public, shared knowledge and skills with others, provided positive and helpful feedback and guidance through suggestions and training opportunities.

3. **Public Relations:** Individual efforts that generated lasting or significant positive public relations for the City as demonstrated through citizen feedback and compliments by way of telephone, letter, news articles, etc. May also be demonstrated by employee's exceptional judgment, communication skills, and strong rapport in dealing with the public under adverse or pressure situations.

4. **Cost Saving or Safety Suggestions:** Provided suggestions or proposals that were implemented and resulted in a significant cost savings for the City through staff efficiency, effectiveness, equipment or materials purchase or usage. Provided and/or implemented suggestions or proposals that significantly reduced the potential for employee or citizen injury or a lawsuit through the elimination of a safety hazard or risk exposure.

5. **Team Work:** Made a significant contribution to the success of a coordinated project within a City department, between several City departments, or between the City and other government or local community groups.

6. **Emergency Response:** Demonstrated outstanding individual effort that minimized or solved a serious work related situation. May be demonstrated by a meritorious act in saving the life of another employee or citizen through administering first aid or rescuing a person in a life threatening situation.

Award Nominations

Nominations for quarterly awards must be received in the City Manager's Office by the close of the last day of the month prior to the award date (December 31st, March 31st, June 30th, and September 30th) to be eligible for consideration during that quarter. Any nominations submitted following the deadline will be considered during the following quarter.