

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to the Employee Recognition Program.

Recommendation for Council action:

SUPPORT and APPROVE the Personnel Department's strategy to augment the current Employee Recognition Program to include acknowledgement of honorees at the Personnel and Animal Welfare Committee meetings on a quarterly basis with said meetings to begin with a presentation of up to three employees by their General Manager or representative and lasting for five to ten minutes.

Fiscal Impact Statement: None submitted by the Personnel Department. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

On February 3, 2016, your Committee considered a December 18, 2015 Innovation and Performance Commission (IPC) report relative to the Employee Recognition Program. According to the IPC, the Personnel Department has been working with the IPC to establish an Employee Development Plan that incorporates four key programs: onboarding, learning, performance, and succession planning. A key component of this plan is employee recognition.

The Personnel Department has introduced an Employee Recognition Program where high quality employee performance in the areas of customer service, innovation, and fiscal responsibility is recognized. Supervisors can recognize employees by completing an online form and printing a certificate; Honorees are tracked in a database. Department heads will be provided the data from their departments on an annual basis and can choose to further recognize top employees. This recognition process is now available for all departments.

Representatives from the IPC and Personnel Department presented an overview of proposed refinements to the Employee Recognition Program and answered questions from the Committee members. After consideration and having provided an opportunity for public comment, the Committee moved continue the matter pending the Personnel Department reporting in regard to a proposal to further honor the best of those employees who have been recognized by providing recognition at the Committee meeting.

Subsequently, on May 18, 2016, the Committee reconsidered this matter. As part of the reconsideration was additional consideration of a February 24, 2016 Personnel Department report. The Personnel Department's proposed that on a quarterly basis, it selects up to three of the most impressive honorees to be further recognized at the Personnel and Animal Welfare Committee meeting. The ceremony, held quarterly, would consist of a brief presentation by the employees' General Managers or a representative. The employees will be awarded a certificate of commendation, prepared by the Personnel Department. The certificate will contain the printed signatures of the three Committee members as well as the head of the department or bureau in

which the honoree is employed.

After further consideration and having provided an opportunity for public comment, the Committee moved to approve the Personnel Department's proposal as detailed in its February 24, 2016 report and the above recommendation. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
RYU:	ABSENT
HARRIS - DAWSON:	YES

ARL
5/18/16

-NOT OFFICIAL UNTIL COUNCIL ACTS-