

Chapter 6

Employee Recognition

Employee recognition for job performance and service to the organization and community is a very important responsibility for the City and its supervisors. The City maintains that its employees are its most valuable resource, and therefore makes every attempt to recognize special achievement and overall outstanding employee service. Some of the recognition programs provided by the City are as follows:

Employee Commendations

Employees who have demonstrated outstanding service and job performance levels will be awarded a special commendation by the City. Supervisors wishing to award a commendation should do so in writing, with a copy going to the City Manager and Personnel Division.

Donovan Award

The Donovan Award is given by one employee to another for some special action, assistance or meaningful service that the recipient has provided. Each employee may give one Donovan Award per calendar year, at any time throughout the year. The purpose of the award is to encourage recognition of employees by their peers by providing a meaningful way in which employees can share their appreciation for one other. This special award is named in honor of Jim Donovan, Glendale's first Safety Officer, whose devotion and commitment to serving his fellow employees was exceptional. If you wish to give a fellow employee a Donovan Award, please complete a Donovan Award Form and submit it to the Graphics Section, and they will create a handsome framed certificate suitable for presentation.

Rosie Award

The Human Relations Committee accepts nominations annually for this prestigious award. You will have the opportunity once every year (usually around the fall) to nominate a fellow employee who you believe deserves special recognition. Nominees must have been employed with the City of Glendale for at least two years and must have demonstrated an outstanding and consistent record of professional customer service and compassionate human relations. They must also display sincere concern and empathy for fellow employees and citizens' well being. Furthermore, nominees must have demonstrated the desire to empower others and to cultivate employee morale and teamwork. In order for a Nominee to become a Recipient of the Award, he/she must receive a majority vote from the Selection Committee. This prestigious award is named in honor of Rosie Flores Gritzewsky, a special City employee who devoted her life to serving others in a caring and loving manner. After her family, Rosie's greatest source of pride and joy was her employment with the City of Glendale. Her work objectives were to complete her assignments in the most professional manner possible, while being very cognizant of treating her fellow employees and the citizens of Glendale with respect, kindness and a sense of humor. Without being conscious of it, Rosie personified the ideals of Customer Service and Human Relations.

Employee Suggestion Awards Program

The Employee Suggestion Awards Program is designed to provide an incentive for employees to exercise

individual initiative in generating ideas for improvements that result in significant cost reductions for the City, or increased efficiency and productivity. Monetary awards will be given to those employees whose suggestions result in substantial savings or increased efficiency for the City. Employees are encouraged to contribute their ideas by submitting an ESAP Application to the Personnel Division, where it will then be evaluated by the City's Suggestion Review Committee.

Service Awards Program

In recognition of those with many years of service to the City, Service Awards are presented to employees for every five years of employment. Service pins will be presented at special employee recognition ceremonies in the Council Chambers, with a reception to follow. In addition to receiving their pins, employees may choose from a variety of special gifts, depending on the particular award received. Employees with 25 years or more may receive their awards during one of the weekly City Council meetings. The Service Awards ceremony provides a special opportunity for the City and the employee's supervisor to say "thank you" for many years of dedicated service to the City. For further information, please contact the Personnel Division.

Retirement Awards

Upon retirement, full-time employees will be recognized with a special retirement gift, coordinated through the Personnel Division. Specific policies regarding retirement celebrations differ depending upon the division.