

**PALM BEACH COUNTY
FACILITIES DEVELOPMENT & OPERATIONS**

TO: ALL DIVISIONS

FROM: AUDREY WOLF, DIRECTOR FD&O

SUBJECT: EMPLOYEE RECOGNITION PROGRAM

PPM#: FDO-020

<u>ISSUE DATE</u>	<u>EFFECTIVE DATE</u>
August 27, 1997	April 1, 2001

Contact Person:

Special Projects Coordinator

Purpose:

To establish guidelines and procedures for administration of the Departmentwide Employee Recognition Program.

Policy:

It shall be the policy of Facilities Development and Operations that Division Directors will be responsible for administering the Employee Recognition Program within their individual Divisions. Employees will be recognized for extraordinary contributions in the areas of cost savings, efficiency, customer service, safety, and for assuming responsibility. Facilities Development and Operations Administration will be responsible for administering the Employee Recognition Program among the Division Directors.

The Department and Division Directors will be responsible for submitting annual Employee Recognition Awards. Employees will vote annually on the Division Team Player of the Year. These awards will be presented at the annual "Employee Appreciation Luncheon".

Procedures:

Seven hundred dollars in gift certificates will be available per quarter for distribution among Division Directors. A specific dollar amount in gift certificates will be allotted to each Division Director each quarter. This amount will be based on the number of employees in each division and the total money available each quarter.

Gift certificates will be given to the Division Directors to award the employees on the spot for a job well done. Employees will be recognized for extraordinary contributions in the areas of cost savings, efficiency, customer service, safety, and for assuming responsibility.

The Facilities Management Division Director may distribute gift certificates among the managers and supervisors in each zone for the purpose of awarding employees. Manager and supervisors will be required to obtain approval from the Facilities Management Division Director prior to presenting any gift certificates to an employee. Managers and supervisors will contact the Facilities Management Director via e-mail requesting approval for the award. The approval request will include the employee's name, amount and type of award, and reason for the award. The Facilities Management Director will respond via e-mail and copy the Special Projects Coordinator with the information.

It will be the responsibility of the Division Directors to notify the Special Projects Coordinator of any awards granted each quarter. Information will include employees name, reason for award, amount and type of gift certificates awarded. The Special Projects Coordinator shall be responsible for all record-keeping.

At the discretion of the Department Director, any unused gift certificates may be awarded to employees at the annual Employee Appreciation Luncheon. Gift certificates are not to be accumulated and should be awarded quarterly.

Failure to comply with the procedures of this PPM will result in termination of distribution of gift certificates to offending division.

Employee Recognition Awards may also be given by the Department and Division Directors in the following categories at the annual "Employee Appreciation Luncheon":

Annual Safe Driver Awards

Attendance Awards

Customer Service

Exceptional Individual or Group Performance

Leadership

Managed Risk- Taking

Suggestions

Superior Projects

The types of awards that can be given by Division Directors, with prior approval from FD&O Administration, to employees for the above various award categories are:

Cash

Certificates of Appreciation

Gift Certificates

Incentive Leave (Time Off W/Pay)

Tickets

Leave time will be tracked through payroll, the County Administrator's Office requires utilization of this time off (incentive leave) by the end of the calendar year. There is a one (1) day per award limit, and twenty hours per year limit.

Program Funding:

Employee recognition funding has been allotted by the Board of County Commissioners for incentive awards. Expenditure of funds for incentive awards shall be processed through FDO Administration.

Audrey Wolf, Director
Facilities Development & Operations

Supersession History

1. PPM # FDO-020, issued 8/27/97