

ADMINISTRATIVE POLICY NO. 20-01

EMPLOYEE RECOGNITION PROGRAM

I. PURPOSE

The Employee Recognition Program exists to acknowledge and encourage outstanding employee performance. The goal of the program is to foster teamwork in the CBJ and to promote employee morale and pride citywide.

The program also recognizes community service, acts of heroism and professional achievement on the part of employees through awards for outstanding community or professional service. These awards honor significant civic or humanitarian contributions to the community beyond the scope of CBJ employment.

The program also recognizes employees who are retiring from the City and Borough of Juneau after a minimum of ten years' service.

II. GUIDELINES

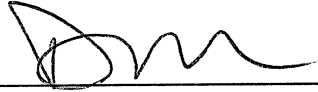
- A. Individual awards should be tailored to the employee. Examples of appropriate awards include gift certificates to dinner or to an event, flowers, movie tickets, a ski lift ticket, or a gift certificate to a local retail store.
- B. Often, recognition is more meaningful if made very timely. An award should be given as soon as possible after the action that it seeks to recognize.
- C. In the case of an employee retiring from the CBJ after at least ten years of service, an employee will receive \$5.00 per year of service to CBJ. These funds may be presented to the employee in the form of a retirement party, a gift, a gift card, or other form of recognition approved by the Manager's Office.
- D. It is the intent of the program that recognition be applied broadly and in an equitable manner.
- E. Presentation of the award could be at a work group meeting, a department staff meeting and could also include recognition before the Assembly.
- F. The Manager's Office will review the request to ensure it meets the program criteria and may release funds for awards upon receipt of a memorandum or e-mail from the department director or Department of Administration division director requesting the funds and describing the reason for the award. The Manager's Office will turn around a department request within two days. Award costs shall not be incurred until approved by the Manager's Office.

III. GENERAL PROVISIONS

Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska.

Effective Date: This policy will take effect on the date the policy is signed.

Dated at Juneau, Alaska, this 16TH day of January, 2020.



Duncan Rorie Watt, City and Borough Manager