

BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF)
REVISION OF EMPLOYEE) RESOLUTION NO. 93-0416
RECOGNITION PROGRAM) AGREEMENT NO.

UPON MOTION OF SUPERVISOR Sanders , SECONDED BY
SUPERVISOR Richmond, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD April 27 , 1993
BY THE FOLLOWING VOTE:

AYES: Supervisors Sanders, Richmond, Maze, Harness and Maples
NOES: None
ABSTAIN: None
ABSENT: None

ATTEST: LOUIS J. FERNANDEZ, COUNTY EXECUTIVE/CLERK
BOARD OF SUPERVISORS



BY: Shane Alonzo
Deputy Clerk

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The Board adopts the revised Tulare County Employee Recognition Program as attached effective immediately.

Personnel
Auditor
FN 8746

4/28/93
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TULARE COUNTY EMPLOYEE RECOGNITION PROGRAM

I. PURPOSE

The Employee Recognition Program is designed to recognize those employees of Tulare County who have performed in a manner that exemplifies exceptional dedication and commitment to public service. This could be one specific act of extraordinary service or a continual commitment of dedicated service. Those employees selected to receive an Employee Recognition Award shall receive a framed Certificate of Appreciation presented by the employee's Department Head and one additional day of vacation leave. Each County department shall be assigned a specific number of awards to be given throughout the year based on the size of the department.

A program such as this is intended to give recognition to those employees who "go the extra mile". This should be remembered when selecting the recipient of the Employee Recognition Award so that it does not evolve into a longevity or popularity award. The purpose is to not only give recognition to the exemplary employee, but also to motivate others to become exemplary employees.

This program and/or actions taken under this program are not subject to appeal through the grievance procedure.

II. SELECTION COMMITTEE

Each Department shall have its own selection committee. The composition of the selection committee shall be at the discretion of each individual Department Head; however, it must be representative of all divisions, major locations, and levels of staff. The appointees on a Department's selection committee shall serve for two (2) years. In order to have staggered terms, half of the initial appointments may be for one (1) year terms.

III. SELECTION PROCEDURE

- A. Each Department shall make nomination forms available to its employees. Any eligible employee who wishes to nominate someone shall complete the form and return it to their Department Head. Each department will determine the cut off dates for submitting nominations. Nominations will be kept confidential until the award is presented.
- B. Committee members will receive the nominations in advance of the committee meeting and will score them based on the following criteria: productivity/efficiency/performance at a level above expectations, willingness to accept new responsibilities, contributions to morale, acts of extraordinary service, and attendance record.

Length of Service - 5 points
Attendance Record - 5 points
Productivity/Efficiency - 10 points
Willingness to accept new responsibilities - 10 points
Performance at a level above expectations - 20
Contributions to morale - 10 points
Extraordinary Service - 10 points

Committee members will return their scores to the Department Head who will have them collated and totaled. The Committee will convene at a time and place determined by the Department Head to review the nominations of the employees receiving the three highest total scores during the preliminary review. From these the committee will select the employee to be recognized.

IV. ELIGIBILITY

All* regular and probationary employees are eligible to receive a recognition award.

Any* regular or probationary employee may nominate another employee within their department. *Except employees in Unit 4. SEIU, representing Unit 4, did not agree to this program.

V. AWARD

A recipient will receive a Certificate of Appreciation presented by the employee's Department Head. One additional day of vacation leave (eight hours) will be credited to the employee on the pay period following receipt of the award. This day must be used within 90 calendar days.

A copy of the Certificate of Appreciation and the nomination form shall be placed in the employee's personnel file in the Personnel Department.

Each recipient is automatically nominated for County employee of the year. His/her nomination will be forwarded to the Board of Supervisors. The Board will select the Employee of the Year in the manner the Board deems appropriate. The employee of the year will be awarded a plaque at a regular Board meeting. One additional week of vacation leave (forty hours) will be credited to the employee on the pay period following receipt of the award. This vacation leave must be used within one calendar year.

VI. NUMBER OF AWARDS

The number of awards to be given annually in each department, as shown on the attached table, is based on the size of the department. Each department will be entitled to present a minimum of one (1) award per year, regardless of the number of employees. It is the responsibility of each department to monitor when awards are to be given.

EMPLOYEE RECOGNITION AWARD
Nomination Form

Nominee: _____ Job Title: _____

Department: _____ For the month of: _____

The criteria on which the selection committee will score the nominations are as follows: 1) Productivity/Efficiency/Performance level above expectations, 2) Willingness to accept new responsibilities, 3) Contributions to morale, 4) Extraordinary service, 5) Attendance record.

Indicate the reasons you feel this employee is deserving of this award. Specify examples of service above and beyond normal expectations, work behaviors and other relevant information as they pertain to the above criteria. (You may attach additional sheets if necessary.)

Signature of Nominating Person

Date

Classification

Phone

TO BE COMPLETED BY DIVISION MANAGER

Years of Service: _____ Attendance: Poor Average Excellent

Comments: _____

Signature: _____ Date: _____

NUMBER OF AWARDS TO BE GIVEN ANNUALLY BY DEPARTMENT

	DEPARTMENT	No. Emp.	AWARDS	FREQUENCY
Size Sort:	Sheriff	365	12	Monthly
	Health	359 (w/ Unit 4: 376)	12	Monthly
	Public Works	244	12	Monthly
	Public Social Services	238 (w/ Unit 4: 644)	12	Monthly
	District Attorney	177	4	Quarterly
	Probation	129 (w/ Unit 4: 134)	4	Quarterly
	Municipal Courts	110	4	Quarterly
	Building Services & Parks	85	4	Quarterly
	Assessor	60	2	Semi-Annual
	Planning	59	2	Semi-Annual
	Ag. Commissioner	51	2	Semi-Annual
	Superior Court	49	2	Semi-Annual
	General Services	47	2	Semi-Annual
	Public Defender	46	2	Semi-Annual
	Library	46	2	Semi-Annual
	Aging Services	43 (w/ Unit 4: 57)	2	Semi-Annual
	Clerk Recorder	41	2	Semi-Annual
	Mental Health	38 (w/ Unit 4: 75)	2	Semi-Annual
	JTPA	32 (w/ Unit 4: 40)	1	Annual
	Auditor	27	1	Annual
	Personnel	25	1	Annual
	County Counsel	23	1	Annual
	Treasurer	22	1	Annual
	Fire	19	1	Annual
	County Executive	16	1	Annual
	Coop. Extension	9	1	Annual
Alpha Sort:	Aging Services	43 (w/ Unit 4: 57)	2	Semi-Annual
	Ag. Commissioner	51	2	Semi-Annual
	Assessor	60	2	Semi-Annual
	Auditor	27	1	Annual
	Building Services & Parks	85	4	Quarterly
	Clerk Recorder	41	2	Semi-Annual
	Coop. Extension	9	1	Annual
	County Counsel	23	1	Annual
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	JTPA	32 (w/ Unit 4: 40)	1	Annual
	Library	46	2	Semi-Annual
	Mental Health	38 (w/ Unit 4: 75)	2	Semi-Annual
	Municipal Courts	110	4	Quarterly
	Personnel	25	1	Annual
	Planning	59	2	Semi-Annual
	Probation	129 (w/ Unit 4: 134)	4	Quarterly
	Public Defender	46	2	Semi-Annual
	Public Social Services	238 (w/ Unit 4: 644)	12	Monthly
	Public Works	244	12	Monthly
	Sheriff	365	12	Monthly
	Superior Court	49	2	Semi-Annual
	Treasurer	22	1	Annual