

## **EMPLOYEE RECOGNITION PROGRAM**

Effective Date:

Revision Date:

### **I. POLICY STATEMENT**

It is the policy of the Authority to establish a formal Employee Recognition Program as well as informal recognition activities to give employees positive feedback on their performance, reinforce positive behaviors and promote excellence and teamwork.

The Authority will periodically evaluate recognition awards and programs for their effectiveness, and reserves the right to revise, eliminate or create new awards as deemed necessary by management.

### **II. PURPOSES OF THE POLICY**

The Employee Recognition Program is intended to motivate, recognize and reward employees for behaviors and performance that promote excellence throughout the organization, improve service and efficiencies, and create a positive working environment. This policy defines the types of awards, selection criteria and process, and frequency of the established award.

### **III. APPLICATION**

This Policy applies to all regular full and part time Authority employees. Introductory employees are excluded from eligibility until they have successfully completed their six months of employment. For purposes of this policy, exemption status has no bearing on eligibility for receiving awards.

### **IV. DEFINITIONS**

“Management Team” is the Authority’s group of managers that includes the transit director, operations manager, assistant operations manager, transit planner, marketing & customer service manager, and the utility supervisor.

“Year” is defined as the beginning of the fiscal year, which begins October 1 and ends September 30.

### **V. EMPLOYEE RECOGNITION AWARDS**

1. **“Xtra Mile” Recognition:** This is an “on the spot” recognition that is given by any Authority employee to another Authority employee for going above and beyond normal job expectations.

The initiating employee completes an “Xtra Mile” form. The original copy is given to the employee being recognized and the copy is sent to his/her

supervisor. All employees receiving Xtra Mile recognition will be eligible to be in a monthly drawing for a small non-monetary gift from the Authority.

2. **“Road Worthy” Safe Driver Award:** Bus operators may earn this award annually for achieving a perfect driving record defined as:
  - No personal or work-related driving accidents
  - No personal or work-related traffic citations
  - No instances of incomplete pre- or post-vehicle inspection reports
  - Regular (non-introductory) bus operators are eligible to earn the Road Worthy Safe Driving Award pin annually for having a perfect driving record. Operators will receive an award pin and certificate on or near their anniversary
  
3. **“Golden Wheel” Employee of the Year Award:** The “Golden Wheel” Employee of the Year is an annual award given by the Authority to one regular status employee selected by the Management Team that meets nomination criteria and exceeds expectations in many areas consistently throughout the year.

Criteria include excellence in the following areas:

- Productive and efficient
- Takes initiative for improvements
- Dependable/reliable
- Teamwork and works well with coworkers and customers
- Follows policies, procedures, rule and regulations
- Practices workplace safety
- Positive attitude
- Customer service oriented
- Trustworthy and works with the highest integrity

Golden Wheel Award winners will have their name placed on an awards plaque, and receive a certificate and choice of gift from the Authority.