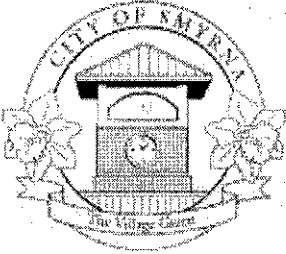
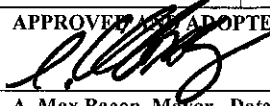
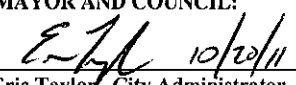


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|---|--|---|---|
|  | <b>PERSONNEL POLICIES AND PROCEDURES</b> |   | <b>SUBJECT:</b><br><br>PUBLIC SERVICE AWARD |
|   | <b>NUMBER:</b><br><br>EMP 15.0           | <b>REVISIONS:</b>   | <b>EFFECTIVE DATE:</b><br><br>10/17/2011    |
|   | <b>SUPERCEDES:</b>                       | <b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b><br>  |   |
|   | A. Max Bacon, Mayor, Date                | Eric Taylor, City Administrator, Date   |   |

**PURPOSE:** To provide recognition to employees for outstanding accomplishments in the advancement and improvements of public service, by means of the City of Smyrna's Public Service Award, the city's most prestigious award

**STATEMENT OF POLICY**

All employees of the City of Smyrna who have been employed by the city for at least one year prior to the nomination deadline are eligible for this award. Only Department Heads and/or the City Administrator may make nominations.

Achievements that are eligible for consideration for the City of Smyrna Public Service Award may vary in range, scope, and description. Nominations should represent the city's highest level of achievement; and the accomplishment should include one or more of the following elements: tangible gains achieved; future potential value; and achievement worth as it relates to improved public image and/or the economic vitality of the City of Smyrna.

*Note:* Heroic acts are ineligible under this program.

Nominations are accepted on an annual basis during the month of June for accomplishments during the fiscal year, from any department head or City Administrator. Departments with less than 20 employees may submit one (1) nomination (individual or team). Departments with 20 or more may submit up to two (2) nominations or 5% of employee population, whichever is greater. Any deviation to this scale must be approved by the City Administrator.

All nominations must be submitted on the City of Smyrna's Public Service Award nomination form and should include the following:

1. Identification of the nominee or team of nominees.
2. A concise statement describing the achievement, including the time frame in which it occurred (Section 1 on nomination form)
3. A description of the nominee's role and the extent to which the achievement exceeds job requirements (section 2 of the nomination form)
4. A description of tangible evidence demonstrating the importance of the achievements (section 3 of the nomination form)
5. A copy of the nominee's performance appraisal for the current year

Supplemental information (photographs, diagrams, letters of commendations, etc.) must be limited to no more than five (5) pages. All nominations must be submitted with two (2) copies.

Department Heads will submit their nomination to HR during the month of June. The City Administrator and Human Resources Director will review the nominations and recommend award recipients for final approval by the Mayor and Council.

The criteria used in judging nominations will give major weight to the factors listed below. The achievement on which a nomination is based should have started, occurred, or have been completed within the fiscal year prior to the nomination submission deadline of June 30 and be consistent with the organization's values and policies.

To be eligible an employee must have been employed by the city at least one year prior to the nomination deadline. There should be evidence that the individual or team has direct identification with the achievement through personal leadership, development or application of program content and techniques.

Evidence presented in support of a nomination should show the worth of the accomplishment in terms of tangible results achieved. Relevant evidence, for example, might be higher employee morale, more effective operations, lower costs, or performance of assigned tasks in such an exemplary manner as to set a record of achievement.

The evidence presented must show in detail how the achievement was a remarkable or unusual performance of regular job duties or an accomplishment substantially above and beyond the normal range of responsibilities. Evidence may also include the development or implementation of innovations, programs, or practices, which bring about the significant enhancement of operations, customer service, or public image for the department, and particularly for the city at large.

Consideration will be given in the selection process to the sustained effort involved, the impact upon the city as a whole and to the message conveyed concerning the city's values about exemplary performance. Efforts should be made as well to identify and recognize the contributions of employees at all hierarchical levels and in all positions, not just those in the most visible, administrative functions. Typically, the employee should have achieved a rating of "Exceeds Expectations" on the annual performance appraisal for the current year.

The City of Smyrna's Public Service Award includes a cash award/bonus of up to \$ 1,000.00 (less applicable taxes). If a team is selected, all team members will share the cash award/bonus equally. However, if a team consisting of more than five employees is selected, a minimum of \$ 200.00 will be awarded to each recipient unless otherwise determined by the City Administrator.

Annual award will be at the discretion of the City Administrator and upon the availability of funds.

**PLEASE READ THE FOLLOWING BEFORE COMPLETING YOUR NOMINATION**

**Guidelines for the Selection and Preparation of your PSA Nomination**

The achievement of an employee nominated for the Public Service Award should reflect one or more of the following areas:

1. Innovation
2. Revenue enhancements
3. Cost avoidance
4. Public Relations initiatives resulting in a positive impact for the City of Smyrna
5. Tangible cost savings
6. Improved customer service
7. A technology improvement implemented
8. A process improvement
9. An improvement in productivity

All employees of the City of Smyrna who have been employed by the city for at least one year prior to the nomination deadline are eligible to receive this award.

Your narrative should describe the purpose of the initiative and include a starting and completion date. Achievements which started in the current fiscal year, but the desired outcome or major impact culminates in the following year, should not be submitted for consideration of the PSA Program.

In preparation of each nomination, please ensure that the following types of information are included:

- a) The scope/range of the achievement (i.e. one department, city or region, etc)
- b) The achievement as a measure of the individual's or team members' job duties (i.e. outside of the normal duties or above and beyond the normal range of responsibility.)
- c) The achievement worth (i.e. tangible savings, cost avoidance, economic impact)
- d) The time frame, in which the major components of the achievement started, occurred or was completed during the fiscal year.
- e) The role of the individuals being recognized and the extent of each person's contribution. Please ensure that nominees are those individuals who have been directly involved in major functions of the achievement.
- f) For team nominations, it should demonstrate that each team member has directly contributed to the creation of the concept, development and/or implementation of the achievement or have demonstrated a level of support, which directly impacted the success of the achievement. Provided below, are specific criteria to be used in determining team members' eligibility for recognition.
  - 1) Members must have attended a minimum of 40% of regular meetings and provided meaningful participation (research, discussion, presentations, etc.)
  - 2) Satisfactorily completed any assignments
  - 3) Demonstrated a genuine interest in the goals of the team's efforts and provided support and assistance as necessary.

Team members who do not meet the above criteria should not be considered for nomination.

For individual recognition, it should demonstrate that the individual was the primary contributor in all areas of the major functions or the achievement. It is not necessary to recognize others who may have been involved in the achievement at a minimal level relative to their normal job duties, or served as a

resource or technical support on an as needed basis.

To assist in evaluating each nomination, please consider the following questions as you compose the description of the nomination:

1. How does it respond to customer needs or demands?
2. How did it improve services or efficiency?
3. Who is served by the initiative?
4. Did it address a problem?
5. Were all the major contributors recognized?

Please do not submit nominations with nicknames or short forms of names.

Two hard copies of each nomination must be submitted to the Human Resources Department.

It is the responsibility of the nominating department to ensure all intended nominees are represented on the nomination form.

**Send or deliver nomination to:**  
City of Smyrna  
Human Resources Department  
2800 King Street  
Smyrna, Georgia 30080



# City of Smyrna Public Service Award Nomination Form

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Department Director/Official Submitting Nomination: \_\_\_\_\_

Type of Nomination: (check one)  Individual  Team Number of team members: \_\_\_\_\_

When submitting nominations do not use nicknames. Enter nominee's official name(s) only. This form may be modified to increase the space needed for additional names. Please ensure that a signature page is included with the nomination.

| Employee Name(s) |           | Job Title | Department / Division |
|------------------|-----------|-----------|-----------------------|
| Last             | First, MI |           |                       |
|                  |           |           |                       |
|                  |           |           |                       |
|                  |           |           |                       |
|                  |           |           |                       |
|                  |           |           |                       |

Additional names included on a separate sheet.

**Title of Achievement:** \_\_\_\_\_

The PSA nomination narrative must include the following three sections. Use as many pages as necessary to describe each section. To assist you in preparing your nomination, please refer to "Guidelines for the Selection and Preparation of your PSA Nomination".

**I. A detailed description of the Achievement (including the purpose and time frame in which it occurred).**

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**II. A description of the individual's or team members' role in the major functions of the achievement which includes the following: the development, creation, implementation and/or a significant level of support of the achievement. For team nominations, you must provide a description of each team members' contribution.**

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**III. Provide a description of tangible evidence demonstrating the importance of the achievement.**

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Department Head Signature

Date

**NOMINATIONS ARE ACCEPTED JUNE 1-30 ANNUALLY**