

Citizen, Volunteer, and Employee Recognition

Council Work Session
 March 6, 2007
<http://www.AdventureGovernment.com>



Why is a policy needed?

- Organizational Culture—Creating culture of caring
- Honoring our military servicemen and veterans
- Recognizing our volunteers for their time and service
- Recognizing employees for their contributions to the city and community
- Need for consistency in policy (don't treat similar people differently)
- Clarify what is an "allowed expense"



Citizen Recognition—Military Service

- Military recognition program
 - Honor resident military members returning from service in Iraq, Afghanistan, and other areas of conflict
 - Honor veterans who served with distinction
 - Certificate of recognition and city medallion



Citizen Recognition—Military Service

- Post form on website which encourages families to provide information about family members who will be home on leave, who have completed their tour of duty, or who have served in the military with distinction.

Citizen Recognition--Deaths

- Card and Floral Arrangement/Donation
 - Resident servicemen killed in action
 - Former and current city elected officials
 - Deaths of current elected officials who represent Cumberland (Delegates, Senator, Commissioners, Judges, Governor)



Citizen Recognition—Naming Streets and Public Facilities

- Street, park, and facility naming and renaming
 - Adoption of ordinance that formalizes criteria for streets
 - e.g., 70% of property owners could petition for establishment or change of name of street
 - The person whose name is proposed should have resided in the city.
 - Park naming and re-naming
 - Park name is no longer appropriate
 - Petition of 70% of registered voters in census block group



Volunteer/Commission Recognition

- Difficult/costly to organize annual event
- Some token of appreciation needed for commission volunteers
 - A city shirt/pin would also alert citizens to commission member who can help with problems



Employee Recognition

- Hospitalization
- Death
- Births
- Retirement/years of service
- Special Achievements/employee of the month and/or year



Employee Recognition—Hospitalization/Illness

- **Hospitalization/Illness**
 - Hospitalized person will a fruit basket or floral arrangement



Employee Recognition—Deaths

- **Compassionate** (Deaths in the immediate family)
 - Floral arrangement or donation will be sent for deaths in the immediate family. Immediate family is considered: Spouse, Child, Mother, Father



Employee Recognition—Births

- **Births**
 - A gift card will be sent for the new babies of employees



Employee Recognition—Service/Retirement

- Years of Service/Retirement gifts
 - 10 years (\$25),
 - 20 years (\$50),
 - 30 years (\$75)
 - Retirement (\$100 gift)
 - Certificate of recognition
- Presentation at Annual Christmas Party



Employee Recognition—Special Recognition

- Special recognition (employee of the month)
 - Certificate of recognition, Gift certificate/dinner for two.



Estimated Cost of Program

- **Volunteers**
 - **Commission shirts/pins (35)** (Start-up \$350, Annual \$100)
 - Administrative Appeals (5)
 - **EDC (9)**
 - Historical Preservation (7)
 - **Human Relations (7)**
 - **Neighborhood Advisory Commission (5)**
 - Planning and Zoning (5)
 - **Recreation Board (10)**
 - **Shade Tree (9)**
 - Zoning Board of Appeals (5)
 - Citizen recognition—estimated \$100

Estimated Cost of Program

- **Employee Recognition**
 - Years of Service-- \$1,500
 - Retirements-- \$1,500
 - Births/Hospitalization-- \$500
 - Employee of the month-- \$300
- Total \$4,000
- Personnel Office would be charged with administering the employee policies