

Section I - Purpose

The High Performance Award program is designed to recognize City employees who consistently contribute more than what is required for their position and have demonstrated a personal commitment to make the City of Hagerstown a quality local government. When appropriate, one award shall be given six times per fiscal year. The City encourages active employee involvement in both the nomination and selection processes.

Section II - Eligibility

All current regular City employees are eligible for the award. Work teams may be nominated, as well as individuals. The City reserves the right to adjust the award received by a work team, taking into consideration the number of employees determined to be part of the team. A prior award recipient may be re-nominated for extraordinary activities beyond that for which they were previously awarded; and the re-nomination shall compete within any current nomination pool.

Section III - Nominations

Nominations may be submitted by any current employee. Forms will be provided for this purpose and are available in the Human Resources Department. Completed forms shall be centrally processed through the Human Resource Director's office. The HR representative will advise the manager when an employee in their department has been nominated, prior to forwarding the nomination for review by the committee. Nomination forms will be kept on file and a nominee will remain eligible for an award unless rejected for cause. Those making nominations shall be kept informed regarding the status of a nomination.

Section IV - Award

Recipients of the award may be requested to appear at a Mayor and Council meeting for formal recognition of their achievement. The award recipient will receive a one-time \$200 payment and an additional gift item that displays the City seal. The award may be adjusted for teams.

Additionally, a letter of recognition shall be placed in the recipient's personnel.

Section V - Committee

A three member selection committee shall be established consisting of a representative from Human Resources, one employee from a bargaining unit, and one administrative employee. A facilitator, usually a member of the Human Resources Department staff, will guide the

committee through the selection process.

The HR Director or his/her designee will recruit committee members from eligible employees. An attempt shall be made to appoint committee members that represent all departments and major employee groups.

The committee shall meet as often as necessary to review and evaluate nominations for the award. The committee shall have the power to investigate cited activities, including interviewing employees making the nomination. The committee shall make a recommendation to the HR Director after nominations are received. The goal shall be to announce the selected recipient every other month and recognize the award recipient at a Mayor and Council meeting during the following month.

Section VI - Selection Criteria

The selection committee is charged with awarding the HIP Award to an employee or work team who consistently demonstrates a high standard of work performance and/or has made one or more significant contributions to the workplace and/or community.

Selection criteria should include, but not be limited to the following activities:

- Eliminate useless operations, duplications, or safety hazards. Improve methods, procedures, product quality, customer service, working conditions, tools, material handling, security or work flow.
- Increase productivity, employee motivation, or life of tools and equipment.
- Provide new services or new methods to save time, material, labor money or energy.
- Reclaim defective materials or scrap.
- Reduce equipment, errors, working space, steps or waste.