

 <p><b>ADMINISTRATIVE ORDER</b></p>	Approved By:	No. #26
	 City Manager	<b>Effective Date:</b> Original: 08/01/2016 Revised: 01/01/2023
Subject: <b>Employee Recognition Program</b>		

**PURPOSE**

The City of Highland Park strives to provide high-level services to residents and visitors of the City. The City seeks to recognize employees for exceptional performance in providing these services through the Awarding City Employees (ACE) Program.

**PROCESS**

At the beginning of each fiscal year, Human Resources will notify each Department of the number of awards allotted to the Department. Funds are allocated within the Human Resources budget for the ACE Program, however each Departments is responsible for managing their employee recognition awards and monitoring the number of awards to remain within their annual allotment.

Upon notification from the Department that an employee has received an award as outlined in the attached ACE Program, Human Resources will contact the employee to determine their selected City business and arrange for the purchase and delivery of the gift card.

Departments are responsible for providing a short write up of the employee and the circumstances surrounding the ACE award to Human Resources and the City Manager. Employees recognized as part of the ACE program will be featured in the employee newsletter.

**INTREPRETATIONS**

All questions pertaining to the meaning or applicability of this policy should be submitted to the Human Resources Division of the City Manager’s Office.

**ATTACHMENT**

Awarding City Employees (ACE) Program.

**CITY OF HIGHLAND PARK**

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# AWARDING CITY EMPLOYEES (ACE) PROGRAM

EFFECTIVE: AUGUST 01, 2016  
UPDATED: JANUARY 01, 2023

## **PURPOSE**

The purpose of the Awarding City Employees (ACE) program is to reward exceptional performance. The program rewards the self-initiative of employees who improve the City through their actions and is available to all active full-time, regular part-time and seasonal employees.

## **NOMINATION CRITERIA**

To be considered for this program, an employee must have performed in excess of their normal job duties. Nominated individuals must have exhibited significant contribution or self-initiative not expected in the normal duties of their position or as outlined in their job description. The employee must have exhibited significant contribution to the City in one of the following areas:

1. Idea or project that improved the City's:
  - a. Operations
  - b. Service delivery
  - c. Working conditions
  - d. Methods, policies, procedures and systems
  - e. Finances through cost containment or savings
  - f. Internal and external communications
  - g. Time management
  - h. Customer service
  - i. Project or program delivery efficiencies
2. Involvement in activity outside the normal work-schedule or in a non-work setting that related to community or City events;
3. Acts of heroism or assistance (acts must be beyond the scope of duties and responsibilities of the employee's position); and
4. The recognized work is an extraordinary achievement that is above and beyond the normal duties entailed for the position.

Employees will not be considered under the following condition:

1. Performing essential duties related to the employee's job that is normally recognized through the annual employee evaluation process.

## **NOMINATION PROCEDURE**

Nominations should be completed on the attached form and submitted to the employee's Department Director. Co-workers, supervisors and employees in other departments can nominate employees for this program. Following the receipt of a nomination:

1. The Department Director will review the nomination and make a determination whether to forward the nomination to the City Manager for final consideration.
2. The Department Director will forward nominations with their recommendation to the City Manager for approval.
3. If approved, the Department Director will notify Human Resources and the employee.

## **AWARDS**

Those employees awarded through this program will receive the following:

1. A gift card for \$25 to a Highland Park business of their choosing. Multiple \$25 gift cards can be awarded for the same person/incident with a recommendation from the Department Director and with specific approval of Human Resources and the City Manager. Approval for multiple \$25 gift cards for the same person/incident must be received from Human Resources and the City Manager prior to the employee recognition event.
2. Recognition by their home department along with an acknowledgment in the monthly employee newsletter and at a City-wide event.

