



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	April 19, 2017		Item Type: <i>(Enter X in box)</i>	Resolution	Ordinance	Other	
						X	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
		X	Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes	No
					X		X
Funding Source:	N/A		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No	
						X	
Account Balance:	N/A		Quasi-Judicial: <i>(Enter X in box)</i>	Yes		No	
						X	
Project Number :	N/A		RFP/RFQ/Bid Number:	N/A			
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: <i>(Enter X in box)</i>				
		X	Safety <input type="checkbox"/> Quality <input checked="" type="checkbox"/> Vibrant Appeal <input type="checkbox"/>				
Sponsor Name:	Commissioner Anabelle Taub		Department: Human Resources Department Fire Rescue Department Police Department	Radu Dodea, Interim Human Resources Dir. Mark Ellis, Fire Chief Dwayne Flournoy, Police Chief			

Short Title:

DISCUSSION OF EMPLOYEE OF THE QUARTER RECOGNITION PROGRAM.

Staff Summary:

BACKGROUND:

As requested by Commissioner Anabelle Taub, this item is intended to discuss the implementation of an *Employee of the Quarter Recognition Program* for Sworn Police Officers, EMS/Firefighters, and Civilian Employees. The intent would be for the employee(s) to be recognized by the City Commission during one of their regular Commission Meetings of the month.

As a historical perspective on the subject, staff offers the following:

Police Department Employee Recognition Program:

Currently, the Police Department has an Awards Committee, comprised of seven members, including sworn and civilian members of the Police Department, as well as members of the Community. The Committee meets quarterly to vote on nominations for supervisor, officer, and civilian Employee of the Quarter, among many other awards. All of the quarterly awards are recognized each calendar year at an annual awards ceremony in December.

Fire/EMS Department Employee Recognition Program:

The Fire Department's Employee Recognition Program consists of an Annual Commendation and Awards Program. The evaluation period begins in January of each year by compiling recommendations for the various commendations and awards. Annually, Fire staff establishes an Awards Committee by selecting a five-person panel who will review and vote on the recommendations submitted. Fire Department's award categories are as follows: Medal of Valor, Medal of Honor, Employee of the Year, Individual Citation, Unit Citation, Award of Merit, Continuous Service Award, Community Service Award, Good Conduct Award, Life Saving Award, and Safety Award.

General Employees (Not Police or Fire) Recognition Program:

On an annual basis, City Administration recognizes employees for Years of Service during the City's Annual Employee Appreciation Banquet. Currently, there is no program to recognize General Employees for either distinguished service or individual achievement.

CURRENT SITUATION:

Employee recognition programs encourage employees to achieve personal and professional goals that maximize City services and programs. They promote teamwork, encourage empowerment, and motivate employees to work efficiently and productively while providing for stronger engagement, increased employee morale, a devoted spirit of customer service, and lower turnover rates. Finally, they make employees feel valued, respected and loved.

Should the City Commission decide to implement an "Employee of the Quarter Recognition Program," staff recommends the following process:

1. Each quarter, nominations for “Employee(s) of the Quarter” will be submitted to the Human Resources Department by completing an “Employee of the Quarter” submittal form:
 - a. Nominations can be made verbally, in writing, or electronically via the City’s website or Intranet site;
 - b. Nominations can be submitted by Department Directors, fellow employees, or members of the Community.
2. All City of Hallandale Beach full-time employees will be eligible to be nominated for “Employee(s) of the Quarter”, with the exception of the following:
 - a. Temporary or Seasonal employees;
 - b. Employees on Probation;
 - c. Department Directors and Assistant Directors;
 - d. Employees who have previously been selected as Employee of the Quarter within the past two (2) years; and/or,
 - e. Employees who have been disciplined within the previous six months.
3. The Human Resources Department will review and confirm eligibility, and forward eligible nominations to the Civil Service Board for consideration.
4. On the regularly monthly scheduled meeting of the Civil Service Board, the Board will review each nomination and make a recommendation to the City Commission.
5. Up to three (3) nominations may be selected by the Civil Service Board on a quarterly basis: one nomination for Fire employees; one nomination for Police Employees; and one nomination for General employees meeting the criteria listed above.
6. The selected employees will be notified by the Human Resources Department and asked to attend the City Commission Meeting when they will be recognized.
7. “Employee of the Quarter” may be awarded to employees on any of the following factors:
 - a. Dependability;
 - b. Job Performance;
 - c. Initiative;
 - d. Cooperation;
 - e. Customer Service;
 - f. Volunteering/Involvement with the Community;
 - g. Innovative; and/or,
 - h. Leadership.
8. The “Employee(s) of the Quarter” will be recognized by the Commission with a Proclamation/Certificate of Achievement, a copy of which will be placed in the employee’s personnel file.

In addition to the aforementioned, staff recommends that the internal Employee Recognition process/procedures currently practiced by the Police and Fire/EMS Departments continue to occur.

WHY THIS ACTION IS NECESSARY:

Establishment of an employee recognition program to be included within a City Commission agenda meeting is a policy of the City Commission and such requires City Commission direction and approval.

FISCAL IMPACT

Employees will receive remuneration (Overtime Pay) for attendance to the City Commission meeting, as well as a \$150 gift card. The total cost will vary, however, staff does not expect the cost to exceed \$2,500 per year.

Proposed Action:

City Manager to develop and manage the *Employee of the Quarter Recognition Program*.

Attachment(s):

Exhibit 1 – Police Sworn and Civilian Employee Recognition Program

Exhibit 2 – Fire Department Policy #01-005 Commendations & Awards