

ADMINISTRATIVE ORDER NUMBER 5-5

SUBJECT: Citywide Employee Recognition Program

Responsible Department: City Clerk

Date Issued: May 7, 2007

Date Revised: April 22, 2015

Approved: *Signature on File*

Purpose

To honor employees for excellence in performance and to formally acknowledge those employees whose work best exemplifies the principles found in the City's Human Resources and Organization Development Program summarized by the acronym PRIDE: **P**rofessionalism, **R**esponsiveness, **I**nnovation, **D**irection, and **E**xcellence. In recognition of this goal and to develop the City's human resources, this policy is established for the Citywide Employee Recognition Program.

Procedures

Each quarter, beginning with January, and each April, July, and October following thereafter, PRIDE honorees consist of one representative from each department with less than 200 personnel, two from departments with 201 to 400 employees, three from departments with 401 to 600 employees, four from departments with 601 to 800 employees, and five from departments with more than 800 personnel for the Citywide Employee Recognition Program.

Each department will select an employee in the months of December, March, June, and September, and forward the name to the City Clerk no later than the first week of the following month. On the first Council meeting after the 15th of each January, April, July, and October, the City Clerk will submit the names of the selected employees to the City Council.

Each recipient will be presented with a certificate of appreciation and a letter of commendation.

The Employee Recognition Program is not designed for reward, nor is it intended as a contest between employees, but rather to recognize City of Fresno employees for excellent performance. Any gift that is given is incidental to the program.

After the presentation of the certificates, light refreshments will be served by the City Clerk's Office.