

CITY OF LINCOLN  
MAYOR'S AWARD OF EXCELLENCE

## II. PLAQUES AND AWARDS

## A. The Mayor's Award of Excellence

The Mayor's Award of Excellence recognizes employees who consistently provide outstanding service and work that demonstrates exemplary personal commitment to the City of Lincoln.

**1. Eligibility:**

All employees are eligible except Directors, Mayoral Aides, and elected officials. Individuals or teams of employees are eligible for monthly or annual awards. Entire Departments, Divisions or Sections are not eligible as a team.

**2. Nomination Procedure:**

Employees or teams may be nominated by supervisors, contemporaries, subordinates, and the general public. Nominations shall be submitted by completing the Mayor's Award of Excellence Form. Nomination forms will be available from department heads, the City Personnel Office, employee bulletin boards, or at <http://www.lincoln.ne.gov/city/person/city/index.htm>. Team nominations should be specific as to each member's involvement. Additional supporting documentation such as correspondence relating to the employee's or team's performance by other City employees may be attached. All nominations must be signed by the employee's or team's department head or appropriate designee. Said signature indicates that the nomination has been validated. Nominations that are not validated must be returned to the person making the nomination within thirty (30) days. All completed nomination forms need to be returned to the City Personnel Office by the fifth (5th) day of the month for the following month's award.

**3. Nomination Criteria:**

Employees or teams may be nominated for the award based on any of the following criteria:

Safety:	Practices safety on the job and promotes and encourages others to do the same.
Productivity:	Always gives the best of oneself and encourages and promotes co-workers to perform their best.
Loss Prevention:	Demonstrates wise use of City resources and makes recommendations that result in substantial savings to the City outside the normal course of expected job functions.
Customer Relations:	Represents the City with a positive attitude, takes pride in one's work, and encourages co-workers to do the same.
Valor:	Performs an act of bravery, which may include life-saving, above and beyond the call of duty.

Consideration may also be given to nominations that demonstrate that the accomplishment was self-initiated and/or that the accomplishment was outside of the nominee's job description.

**4. Selection Process:**

All validated nominations will be reviewed by the Mayor's Award of Excellence Committee. The committee may select no more than one (1) individual or team based on selection criteria in this section. Nominees will be eligible for three (3) months. Employees or teams will not be able to receive the monthly award more than once in any consecutive twelve (12) months. If a member of a new team has been previously selected for a monthly award, this will not nullify this team's

eligibility to win an award. However, a previous winner cannot receive the monetary award and day off, but still can be recognized. A winner will be selected by a majority vote of membership present subject to quorum. An employee or team does not have to receive the Monthly Award to be eligible for the Mayor's Annual Award of Excellence.

**5. Award Recognition:**

All individuals/teams nominated will receive a letter and certificate. All individual monthly winners and team winners (five or less members) will be presented a gift certificate or card valued at fifty dollars (\$50), one day off with pay, and a plaque not to exceed a cost of fifty dollars (\$50). In the event team winners have greater than five members, there will be no monetary award; however, the team members will each receive one day off with pay and a plaque not to exceed a cost of fifty dollars (\$50). The Mayor's Annual Award of Excellence Recipient will receive a gift certificate or card valued at two hundred fifty dollars (\$250), two (2) days off with pay, and a plaque not to exceed a cost of one hundred dollars (\$100). When the annual award recipient is a team (five or less members), the \$250 gift certificate will be divided equally among members. When it is impossible to divide the gift certificate or cards equally, the division will be made as close to the \$250 value as possible, without going over. In the event the team winners have greater than five members, there will be no monetary award. Each team member will receive two days off with pay and a plaque not to exceed a cost of one hundred dollars (\$100). The Mayor's Annual Award of Excellence committee may recommend Annual Honorable Mention Recipients who would receive a plaque not to exceed a cost of fifty dollars (\$50). Recommendations for the annual award will be forwarded to the Mayor for consideration and approval. All awards will be presented before the City Council. The Mayor's Monthly Award of Excellence may be presented every month and the Mayor's Annual Award of Excellence will be presented once every calendar year. All monetary awards will be considered compensation and subject to normal withholding and all applicable IRS regulations.

**6. Mayor's Award of Excellence Committee:**

The committee is made up of one (1) representative from each union, and a non-union representative appointed by the Mayor. Representatives will be appointed by September thirtieth (30th) of each year. The term of the committee members will be for two (2) years. A committee member shall serve no more than two (2) consecutive terms. If a committee member is unable to complete his/her term, another appointee will finish the term. Three consecutive absences or four (4) absences in a calendar year will result in notification to the respective bargaining unit.

**7. Administration:**

- a. The Personnel Department will oversee the Mayor's Award of Excellence Program.
- b. The City reserves the right to rescind this policy at any time.
- c. This program should not be interpreted as a negotiable item.
- d. The costs incurred to purchase the gift certificate and to fund the day(s) off with pay will be charged to the employee's department budget.
- e. The costs incurred to purchase the plaques and awards and other expenditures will be charged to the Personnel Department budget.
- f. An individual or team winner will be chosen every month by the Mayor's Award of Excellence Committee when four or more members are present.