

Ordinance No. 00143

[\(Council Minutes 11/17/97\)](#)

Amended 11-17-97

ORDINANCE NO. 143

AN ORDINANCE of the City Council of the City of Lakewood, Washington, authorizing the City Manager to establish an employee recognition program

WHEREAS, consistent with the commitment of the City Council of the City of Lakewood to strive to provide the best municipal service to the citizens and customers of the City, it is important that the employees of the City share that commitment; and,

WHEREAS, in addition to recruiting and hiring talented and high quality employees, recognition of hard work by City employees and innovative approaches to the tasks of City employees helps to develop good morale, and continued efforts to work hard, and work with a goal of greater efficiency and productivity, and promotes longer retention of the talented and high quality employees of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON, DO ORDAIN as Follows:

Section 1. That the City Manager is authorized to develop and implement an Employee Recognition Program to recognize outstanding performance of City employees in certain areas of their work for the City, including the following areas and providing for the following awards:

ANNUAL RECOGNITION AWARD

* Customer Service Certificate, \$300 and

one (1) day paid leave from work

* Teamwork Certificate, \$250 and

one (1) day paid leave from work

* Significant Accomplishment Certificate, \$250 and

and/or Productivity one (1) day paid leave from work

* Outstanding Lakewood Certificate and \$250

Police Officer

QUARTERLY RECOGNITION AWARD

* Employee of the Quarter Certificate and \$25

Presentation of the Annual Recognition Awards shall be made by the Mayor, City Council and the City Manager.

The Annual Customer Service Award shall recognize a non-executive team employee of the City who has distinguished himself or herself in his or her commitment to providing high quality service to those people who seek municipal services from the City. The Annual Teamwork Award shall recognize a non-executive team employee of the City who has demonstrated an outstanding emphasis of cooperation, team-building and teamwork in working with other employees and departments of the City. The Annual Significant Accomplishment Award shall recognize a non-executive team employee of the City who has

provided a specific innovation or accomplishment in the provision of municipal services or who has accomplished a significant result in pursuit of a particular task on behalf of the City, or who has demonstrated exceptional productivity in the provision of municipal services, and/or completion of municipal tasks on behalf of the City. The Outstanding Lakewood Police Officer Award shall recognize a member of the Lakewood Police Department (a Pierce County Deputy Sheriff assigned to the City of Lakewood Police Department) who has demonstrated exemplary dedication and commitment to the City of Lakewood, and who has provided superlative performance of law enforcement services for the City.

The Employee of the Quarter Awards shall recognize non-executive team employees of the City (one per quarter) who has demonstrated superior overall job performance, including productivity, attitude, attendance, customer service and teamwork.

For the purposes hereof, "non-executive team" employees refer to all regular employees of the City other than the Mayor, City Councilmembers, City Manager, Deputy City Manager and the Directors of the Departments of the City.

Notwithstanding the inclusion of the word "Annual" in the names of the Annual Teamwork Award, the Annual Customer Service Award, and the Annual Significant Accomplishment Award, these awards are awards that would not be given more often than once per award per year. These awards, or any of them, may not be given every year.

The City Manager, Deputy City Manager and the Directors of the Departments of the City shall solicit from among the employees of the City suggestions for proposed recipients for the above awards. Employees of the City may propose the names of any "non-executive team" employees from within their own department or from another department of the City, and employees who are proposing the names of other employees are encouraged to communicate the reasons why such employees are being proposed. All such suggestions and proposals, together with supporting reasons, shall be forwarded to the City Manager for the determination of who the award recipients shall be.

Decisions of the City Manager in determining the recipients of the awards and/or in determining or interpreting the procedures or elements of the Employee Recognition Program shall be final.

Section 2. Severability. If any portion of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 3. Effective Date. That this Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary.

ADOPTED by the City Council this 17th day of November, 1997.

CITY OF LAKEWOOD

Attest: _____

Bill Harrison, Mayor

Alice M. Bush, CMC, City Clerk

Approved as to Form:

Daniel B. Heid, City Attorney

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