

RESOLUTION NO. 2023-2324

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PRESCOTT VALLEY, A MUNICIPAL CORPORATION OF ARIZONA, ADOPTING A NEW POLICY TO ANNUALLY AWARD A SPECIFIED NUMBER OF QUALIFYING EMPLOYEES/TEAMS FOR EXCEPTIONAL WORK COMPLETED DURING THE YEAR; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

WHEREAS, in accordance with the Town's adopted mission and value statements and goals, the Council desires to annually recognize and reward a certain number of employees and teams that demonstrate exceptional work and exceed their employment goals, using innovative technology/artificial intelligence and/or contributing to economic savings for the Town, outstanding customer service and conflict resolution ("High Performance Award"); and

WHEREAS, to facilitate the annual selection of the specified number of employees and teams to receive the High-Performance Award, Council desires to establish a High-Performance Award Committee consisting of citizens representing diverse components of Prescott Valley; and

WHEREAS, in accordance with Town Code Article 3-03, the Council may adopt new personnel policies, which shall be administered by the Town Manager (or designee);

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Prescott Valley, Arizona, as follows:

1. That the High-Performance Award personnel policy as described herein is hereby adopted as provided for in Town Code Article 3-03.

2. That the annual number of individual employees selected for a High-Performance Award shall not exceed ten (10), and the number of teams selected for a team award shall not exceed five (5).

3. That each individual selected to receive a High-Performance Award (not to exceed 10 employees annually) shall be awarded \$1,500, and each team selected to receive the team award (not to exceed 5 teams annually) shall be awarded \$250.00 (regardless of the number of employees on each team).

4. That the Town's Director of Human Resources ("Director") is hereby delegated the authority to establish and administer the High-Performance Award Committee by selecting citizens of Prescott Valley to sit on the committee and establishing rules of procedure therefor.

5. That the High-Performance Award Committee shall, each year, select the employees and teams to receive the awards from a pool of nominees submitted to the committee by the Director.

6. That nominations of employees for a High-Performance Award shall be based on the employees' demonstration of one or more of the following criteria:

- a. Innovative solutions resulting in economic savings for the employees' department/division and/or the Town.
- b. Customer service that exceeds Town standards and results in recognition from citizens of Prescott Valley.

- c. Successful conflict resolution of work-related matters, including establishing and restoring long-term relationships with citizens.
- d. Willingness to accept work assignments beyond traditional assigned duties.
- e. Innovative use of technology/artificial intelligence and advanced resources to complete projects and services.

7. That in accordance with Town Code Article 3-03, the Town Manager (or designee) will administer this policy by establishing procedures for nominating employees/teams to be considered for a High-Performance Award.

8. That this Resolution shall be effective after its passage and approval according to law.

RESOLVED by the Mayor and Common Council of the Town of Prescott Valley, Arizona, this 29th day of June, 2023.

Kell Palguta, Mayor

ATTEST:

Fatima Fernandez, Town Clerk

APPROVED AS TO FORM:

Ivan Legler, Town Attorney