

Resolution Details for June 29, 2023

Town of Prescott Valley

High Performer Award

2023-2024

The purpose of this award is to recognize on an annual basis the exceptional work of employees who are striving to exceed all of their employment goals by accomplishing assignments that go above and beyond their traditional daily work efforts.

The ‘*High-Performance Award Committee*’ will consist of external community members and partners who represent diverse components of Prescott Valley. The Committee leadership and facilitation will be completed by the Town’s Director of Human Resources.

Total annual employees eligible for nomination will not exceed ten (10) employees. High Performer Awards will include: 1) Visual recognition/photo in the Town’s Employee Hall of Fame (Civic Center Lobby); 2) \$ 1500.00 stipend per employee not to exceed ten (10) employees total; Team awards \$ 250.00 per team member not to exceed five (5) teams total; 3) An opportunity to participate in the Town’s Supervisory Academy as a guest speaker mentoring other employees about their High Performer Project/award efforts.

The opportunity to achieve award recognition opens Townwide every spring during the month of January and the award process is placed on the public Town Council agenda during the second meeting in March.

Criteria for High Performer Award Nomination

- 1) Demonstrated completion of innovation activities that result in economic savings for the employee’s Department/Division and/or Town, significant customer service enhancement, and/or elimination of duplicate/redundant manual service efforts.
- 2) Demonstrated customer service on a continual basis that exceeds Town standards resulting in communication from community members acknowledging the employee’s exceptional outreach and support.

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- 3) Demonstrated commitment to the Town's values such that conflict and difficulty concerning work-related matters is constructively resolved for the good of all parties, including establishing and restoring long-term relationships with citizens.
- 4) Demonstrated acceptance of additional work assignments above and beyond the normal standard range of assigned duties, especially as the Town experiences challenges, impact of rapid growth, and increased expectations of the community.
- 5) Demonstrated innovation in the use of technology/artificial intelligence and advanced resources to complete projects and services in a significant manner.

Nomination Methodology

- 1) Nominations will be accepted from an employee's immediate supervisor and must be reviewed/authorized by the employee's Department Director prior to submission.
- 2) Nominations will be submitted to the Town's Department of Human Resources during the spring '*Call for Nominations*' timeline.
- 3) Each nomination will be reviewed for accuracy of details supporting the request for an employee's recognition and award.
- 4) Employees may not be nominated for consecutive annual awards.
- 5) Employees may request not to have their photo displayed in the Employee Hall of Fame if recognized through this Town system.
- 6) Employees may be asked to share their ideas, subject matter expertise and innovative ideas with other Town Departments and team colleagues.

Budget Estimate

- 1) **Team Awards** - \$ 250.00 per Team member (regardless of total team members) not to exceed five (5) teams total.
- 2) **Individual Awards** – Not to exceed ten (10) employees - \$1,500.00 per Employee.