



TOWN OF PRESCOTT VALLEY STAFF REPORT

DATE: June 29, 2023

TO: Mayor & Town Council

THROUGH: Gilbert Davidson, Town Manager

FROM: Teri Traaen, Human Resources Director

DEPARTMENT: Town Manager's Office

AGENDA TYPE: New Business (for Review, Comment, And/or Possible Action)

SUBJECT: High-Performance Recognition Award Policy - Consideration & Possible Action (Authorize Signature) [Gilbert Davidson, Town Manager]

STRATEGIC PLAN FOCUS AREA: High-performing team means how we conduct our business and ourselves through our culture, diversity, communication, delivery, outreach, processes, and values. What we do, how we do it, and who we do it for.

SUMMARY/BACKGROUND:

In accordance with Town Code Article 3-03, the Town Council adopts from time-to-time Town Personnel Policies that are, in turn, administered by the Town Manager in accordance with his established procedures. With this in mind, the Town Manager and Human Resources Department are recommending Council adoption of a program for nominating employees/teams to be considered for occasional High-Performance Awards. This is in accordance with the Town's adopted mission and value statements and goals to encourage and incentivize exceptional work that exceeds employment goals, uses innovative technology, contributes to economic savings, and provides outstanding customer service (including internal and external conflict resolution).

The program would involve establishing a High-Performance Award Committee consisting of citizens representing diverse components of the community. The annual number of individual employees selected for High-Performance Awards would not exceed 10, and the number of teams selected for team awards would not exceed 5. Individuals could be awarded \$1,500.00, and teams could be awarded \$250.00 (regardless of the number of employees in each team).

It is proposed that the Town Council consider adopting Resolution No. 2023-2324 adopting a High-Performance Recognition Award Policy.

RECOMMENDED MOTION:

Motion to authorize the Mayor to sign Resolution No. 2023-2324 adopting a High-Performance Recognition Policy for Town employees, **OR** Motion not to approve Resolution No. 2023-2324. **VOTE.**

STAFF RECOMMENDATION:

Staff recommends authorizing signature of Resolution No. 2023-2324 approving the new High Performance Recognition Policy for Town employees.

FISCAL ANALYSIS:

The amount of any awards related to this policy would likely be capped at \$17,500.00 annually.

Council Action at the Meeting:

ATTACHMENTS: Yes