



CITY OF DUBLIN

**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 2.26</b>
<b>TO:</b> All City Employees
<b>FROM:</b> Timothy C. Hansley, City Manager
<b>SUBJECT:</b> City Employee Awards Program
<b>DATE:</b> November 1, 1993
<b>Supersedes and Replaces Administrative Order 2.26 dated 12/1/89 Regarding Same Subject.</b>

**I. PURPOSE**

The purpose of this Administrative Order is to establish a City Employee Awards Program. This program has been established to recognize those City employees and citizen(s) who have performed or provided a notable act, achievement or service to the City of Dublin.

**II. RESPONSIBILITY/AUTHORITY**

- A. It shall be the responsibility of the Office of the City Manager or his designee to implement the program annually and to support the City Awards Committee with the needed staff assistance. The City Manager shall also be responsible for the provision of funds during the budgeting process, as well as, selection and procurement of awards.
- B. The City Employee Awards Program Manual is the governing document for the City Employee Awards Program. The City Manager reserves the right to amend, revise, or terminate this program at his/her discretion.

**CITY OF DUBLIN**  
**EMPLOYEE AWARDS PROGRAM**  
**MANUAL**

**CITY OF DUBLIN  
CITY AWARDS PROGRAM**

**I. SCOPE OF PURPOSE**

The City Awards Program has been established to recognize those City employees and Citizens who have performed or provided a notable act, achievement or service to the City of Dublin, Ohio. Any employee (full-time or part-time) of the Municipality or any Citizen of Dublin (Citizen Service Award) may be nominated and may participate in the program.

**II. RESPONSIBILITY**

The City Manager or his designee shall be responsible for program administration. The City Manager reserves the right to amend, revise, or terminate this program at his/her discretion.

**III. CITY AWARDS COMMITTEE**

The City Awards Committee will be responsible for reviewing nominations and selecting recipients from among the nominees for the following awards: Community Service Award, Citizen Service, and City Employee of the Year. The City Award Committee will consist of five (5) members. Its members will be: City Manager, Director of Personnel & Purchasing, one (1) member of City Council, as designated by the Mayor, one (1) Department/Division Head, elected by his/her peers and who will serve as an elected representative of all Department/Division Heads; and One (1) employee, other than a Department/Division Head, elected by his or her peers who will serve as an elected representative of all the City's non – managerial employees. The Committee will serve for a period of one (1) year (one selection process) except for the City Manager and Director of Personnel, who will serve on a continuous basis. Meetings will be informal and held as many times as needed to make a fair and equitable decision. Administration of the nomination and election process for the committee shall be conducted by the Office of the City Manager. If either elected representatives are nominated for an award, he/she will resign from the committee. The runner-up of the election for the two elected representatives of the committee will serve as replacement, should an elected position become vacant.

**IV. AWARDS**

**A. Administrative Awards**

- 1. Letter of Appreciation.** This may be issued to an employee who has demonstrated an above-average performance or service while performing assigned or special duties. This letter may be presented at any time by a Division or Department Director, or the City Manager. A copy of this letter will be placed in the individual's personnel file.

2. **Service Awards.** All employees will be recognized for service longevity. The service awards will be administered by the Personnel Director. Awards will be presented at the following service increments: 2, 5, 10, 15, and 20 years. Twenty years and more will be given special consideration on a case-by-case basis.
3. **Meritorious Service Award.** The award recognizes any employee who performs an extremely laudable or extraordinary act, exhibiting outstanding diligence, perseverance, alertness, or highly accreditable accomplishment. The City Manager will exercise his/her discretion as to whom and when to present the Award. This employee will be given recognition by means of local media. The recipient of this award will also be considered for the City Employee of the Year Award.
4. **Retirement Award.** Any retiring employee who has faithfully served the City is eligible for this award. The City Manager may issue a letter and/or certificate of service to the employee and may present, at his/her discretion, a special award to the Retiree.
5. **Safe Driving Award.** This award is to recognize any employee whose normal duties require the regular operation of a wheel vehicle or heavy wheel/track equipment, and completes three (3) calendar years (January 1 to December 31) without a chargeable accident. Determination of a "chargeable" accident shall be made by the Director of Personnel and his/her decision shall be final. Each Department/Division Director shall recommend his/her own Department/Division employees who are eligible. This employee will be awarded a safe driving certificate.

**B. City Awards (Also see nomination/selection information)**

1. **Division Employee of the Year.** Each Division is to select one employee annually to receive this award. The employee may be nominated by peers, subordinates, or an immediate supervisor from the relevant division and will be selected on the merits of outstanding performance and productivity, positive job attitude, low rate of absenteeism, display of leadership, and other noteworthy contributions to the Department/Division and the City. The recipient will be chosen by the Division Head from nominations by Division employees. This employee will become a nominee for City Employee of the Year.
2. **Community Service Award.** This award is to recognize any employee who has demonstrated a significant civic concern and has participated in community-related organizations or activities outside normal work-related duties. Any employee may be nominated for this award by supervisors,

peers, citizens, or civic organizations. The recipient will be chosen by the City Awards Committee. This recipient will also become a nominee for the City Employee of the Year Award.

3. **Citizen Service Award.** This award is presented on behalf of the City employees to recognize the faithful service of a Dublin citizen who has voluntarily donated time and effort towards City activities. Nominations may be submitted to the Awards Committee who will select the recipient. An appropriate plaque will be presented by the City Manager on behalf of City employees.
4. **City Employee of the Year.** This award will be given to one City employee who has demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments. Nominations will be submitted directly to the City Awards Committee, who shall review and select the recipient of the award. (See nomination/selection information). The City Awards Committee shall consider and select from the recipient of the Meritorious Service Award(s), Division Employees of the Year, the Community Service Award, and other nominations.

## **V. Annual Awards Reception**

The various employee, division, and citizen awards will be presented at an annual awards banquet.

## **VI. Publicity**

Every attempt will be made to publicize the presentation of an award (newspaper, television, etc.)

**CITY OF DUBLIN  
1989  
AWARDS PROGRAM**

**NOMINATION/SELECTION INFORMATION**

**I. Nomination Criteria**

**A. General**

Nominations pertain only to the Division Employee of the Year, Community Service Award, Citizen Service Award, and City Employee of the Year. Nominations should be complete, precise, and when possible, limited to the space available on the back of the nomination form.

Nominations are for outstanding service of a full-time or part-time permanent employee who serviced the City of Dublin during that fiscal year beginning in January and ending in December. Noteworthy contributions that occurred before or after this time period should not be included in the nomination.

In regards to employee awards, outstanding service can be of many kinds, but it always involves more than good job performance. In addition to good job performance, an employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings' for leadership in Departmental activities, for leadership in the Community, for exceptional contributions to the Department's goals or for the goals of the City as a whole. Outstanding service would include job performance that clearly exceeds requirements. It may include exceptional performance in spite of limiting physical factors as well as courage and initiative in overcoming handicaps.

The Citizen and Community service award nominees should also reflect such leadership qualities as mentioned previously and display dedication and consistency in the spirit of volunteering personal time to meet the community's needs.

**B. Division Employee of the Year.**

**1. Nomination**

This employee demonstrates a continuing concern, loyalty, and dedication to the division. He/she consistently performs in an outstanding fashion while successfully meeting the department's overall goals and objectives. He/she works well with supervisors and provides outstanding assistance to citizens, peers, and divisional employees. Why do you think the employee is the divisions best? Include examples of special projects, competence and efficiency. How has the employee improved work methods and procedures? Has the employee increased

the division's service capacity? What leadership qualities does the employee display?

## **2. Selection**

Each division shall present this award to one employee each year. The employee may be nominated by peers, subordinates, or an immediate supervisor. The recipient of this award will be selected by the Division Head.

## **C. Community Service**

### **1. Nomination**

The employee who merits this award has contributed to the community in his/her non-work time. Nominees should demonstrate a high degree of volunteerism with activities in the community and/or in Central Ohio. These activities may be directed toward the handicapped, the disadvantaged, the elderly, youth, religious organizations, or special service organizations. This person has demonstrated an outstanding desire to give his or her own time to help others and to improve conditions in the community in some way. Nominations for this award will be submitted by city employees.

### **2. Selection**

All nominations for this award will be reviewed by the Awards Committee who will then select from the nominees one person to receive the award.

## **D. Citizen Service Award**

### **1. Nomination**

This citizen demonstrates commitment to the City's Government and the Community by being involved in Municipal activities. This person has voluntarily assisted City employees in achieving city goals. What committees, boards has he/she served on? Has he/she done other volunteer work for the Community? Has he/she been involved in special projects for the Community? How has he/she contributed to the furtherance of Community goals and objectives?

### **2. Selection**

All nominations for this award will be reviewed by the Awards Committee who will then select from the nominees one person to receive the award.

## **E. City Employee of the Year**

## 1. Nomination

One City employee shall receive this award. This employee should have demonstrated excellent performance and productivity, loyalty, professional pride, and other noteworthy accomplishments. This award considers more than good job performance. How has this individual contributed to the good of the whole city government and/or municipal operations? Has this individual increased efficiency? Does this individual work well with the citizenry? Why is this individual the best? What leadership does he/she exert or example does he/she set for other city employees?

## 2. Selection

Employee of the Year may be selected from at-large nominations, from the recipients of the Division Employee of the Year Award or Community Service Award or Meritorious Service Awards. All nominations for this award will be reviewed by the City Awards Committee who will then select from the nominees one person to receive the award.

## F. Nominations

Nominations will be submitted on the forms provided. City employees may nominate as many individuals as he/she feels necessary. Nomination forms distribution and collection shall be administered by the Office of the City Manager on behalf of the Awards Committee. Nomination will then be submitted to the Awards Committee for review and selection. Nominations must be submitted by the date specified on the Nomination Forms.

The Award Committee must discount generalities not supported by specific examples of activities, which support the nomination. Remember, there is no way to know whether specifics are missing by accident or because they do not exist. If you believe an Employee has made an outstanding contribution and you believe he or she should be recognized, then substantiate your nomination. The following provide some examples:

### INCORRECT

“has received frequent awards”

“concerned with the department’s goals”

### CORRECT

“received award from scout group for dedicated service in 1988”

“continually completes assignments in the equipment maintenance unit; during 1988 he improved turn-around service by 38%, implemented new parts control which has resulted in \$5,850 annual savings”

“has never failed to accept civil responsibility”

“is President of Alpha School PTA, leader of Cub Pack No. 1, Treasurer of N.W. Babe Ruth Baseball League”

“is very interested in self-development”

“completed accounting course at OSU in 1988; currently enrolled in public administration course.

Nominations are not judged on how well one writes. They are judged on the facts presented. Make nomination understandable.

There is no limit to the number of nominations an employee may submit.

It is an honor to be nominated. Think about your fellow employees. Are there employees doing an outstanding job who should be recognized?

Submit all nominations to:

City Awards Committee  
City of Dublin  
5200 Emerald Parkway  
Dublin, OH 43017

or

forward to the attention of the  
Director of Human Resources and Procurement

**CITY OF DUBLIN  
CITY AWARDS PROGRAM  
EMPLOYEE NOMINATION FORM**

**City employees may nominate as many individuals for each category as he/she feels necessary. Please submit one form for each nomination.**

**I. EMPLOYEE NOMINATED:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

\_\_\_ **CITY EMPLOYEE OF THE YEAR** (Nominations by all City employees only)

Outstanding or top City employee of the year. The nominee has demonstrated excellent performance and productivity, loyalty, pride, and other noteworthy accomplishments.

\_\_\_ **DIVISION EMPLOYEE OF THE YEAR** (Nominations by Division employees only)

The Division's top employee. The Nominee has consistently striven to meet the Divisions goals. He/she has demonstrated outstanding performance, productivity, and dedication to the Division.

\_\_\_ **COMMUNITY SERVICE AWARD** (Nominations by all City employees)

employee has contributed significantly to Community activities during off-duty time.

**II. NOMINATED BY: (Optional)** \_\_\_\_\_

Name: \_\_\_\_\_

(Print or type)

Position: \_\_\_\_\_

Division: \_\_\_\_\_

**III. REASON FOR NOMINATION:**

Give reason why the individual you are nominating should be considered for this award (use space on reverse side.)

Send nominations to: City Awards Committee  
City of Dublin  
5200 Emerald Parkway  
Dublin, OH 43017

Or forward to the attention of the  
Director of Human Resources and Procurement

**Nominating period: December 1, 1989 to December 15, 1989, 5 p.m.**



**CITY OF DUBLIN  
CITY AWARDS PROGRAM  
CITIZEN SERVICE AWARD NOMINATION FORM**

**I. CITIZEN NOMINATED:**

Name: \_\_\_\_\_

Award Category: \_\_\_\_\_

**CITIZEN SERVICE AWARD**

\*Recognize faithful service with City activities (boards, volunteer, etc.)

**II. NOMINATED BY: (Optional) \_\_\_\_\_**

Name: \_\_\_\_\_

(Print or type)

Position: \_\_\_\_\_

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