



TOWN OF PEMBROKE PARK

Performance Awards Program

RE:	<u>Performance Awards Program</u>	POLICY:	<u>2022.12.14</u>
EFFECTIVE DATE #:	<u>December 14, 2022</u>	UPDATED:	<u></u>

POLICY:

The objective of this program is to provide the Town of Pembroke Park with the sole discretion to recognize individuals with performance awards in the form of monetary payments in addition to merit increases. These awards should be granted only to those individuals who clearly demonstrate outstanding performance levels. The awards may be granted for outstanding performance upon completion of a special project or assignment, job-related skill, or professional development accomplishment, or for overall outstanding performance throughout the year.

No more than fifteen percent (15%) of the eligible group shall be granted a performance award during any one fiscal year. Exceptions could be made based on the actual number of people performing in an outstanding manner, subject to approval by the Town Commission.

GUIDELINES:

Commendable Performance Award: This award is for outstanding performance or accomplishment to the benefit of the Town. It includes a lump sum payment of up to \$2,500. The Commendable Performance Award is based on evaluation of the criteria enumerated in this policy.

Distinguished Service Award: This award is for sustained accomplishment and outstanding performance to the benefit of the Town. It includes a lump sum payment of up to \$5,000.

CRITERIA:

A nominee must have demonstrated (a) superior performance and accomplishment for Commendable Service Award and (b) sustained extraordinary accomplishment for Distinguished

Service Award. Criteria upon which nominees will be evaluated may include, but need not be limited to, the following:

- Career achievements that are recognized throughout the County or are acknowledged on a state or national level.
- Specific achievement of significant cost reduction or cost avoidance enabling the agency to reallocate resources to high priority activities, such as implementation of a departmental business plan.
- Unusual levels of cooperative effort with other Counties/Cities, state or federal agencies, governmental jurisdictions, and/or the private sector, including community involvement.
- Major professional and career related awards and honors received.
- Demonstrable managerial effectiveness as indicated by decision making and problem-solving skills.
- Outstanding performance upon completion of a special project or assignment.

In documenting the above criteria and in all other areas cited in support of the nomination, it must be clear that the nominee has demonstrated qualities of strength, leadership, integrity, industry, and personal conduct of a level that has established and maintained a high degree of public confidence and trust.

SELECTION PROCESS:

A memorandum with supporting documentation must be submitted to The Town Manager and Town Commission for approval.

AWARD PAYMENT:

A lump sum payment will be made to each recipient. These lump sum payments, as well as the costs of pins and plaques, will come from the recipient employee's department.

The performance award amount is considered to be separate from base pay. The amount will not be added to base pay when calculating future pay adjustments. No employee may receive more than two awards in any five-year period.