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# Employee Recognition and Awards Program

## 815.1 PURPOSE AND SCOPE

This section will establish guidelines for the Employee Recognition and Awards Program within the Probation Department, which recognizes exemplary employees or a group of employees and improves public service through enhancing employee motivation.

## 815.2 APPLICABILITY

This policy applies to all Departmental employees.

## 815.3 POLICY

The Employee Recognition and Awards Program will recognize individual employee contributions and service to our community as demonstrated by helping the County and Department accomplish its mission and goals; assisting the public, Courts and community; maintaining high levels of achievements as evidenced through performance; and developing innovative approaches to delivering services.

### 815.3.1 CRITERIA

Employees in classes designated by the Compensation Ordinance are eligible for recognition awards under this program. An eligible individual employee or group of employees shall have demonstrated sustained above-average performance, which (1) consistently has a positive impact on overall efficiency and/or productivity in an area or function of the Department; and/or (2) enhances public relations and customer service. Additional eligibility criteria for each type of award are presented in this policy.

### 815.3.2 AWARDS

There are eight components to the Probation Employee Recognition and Awards Program that are outlined in the Field Services Procedure Manual:

- Chief's Award
- Exemplary Service Award
- Customer Service HEART Award
- Special Recognition Award
- Employee of the Year Award
- Spirit of Blue Courage Award
- County Awards Selected at the Department Level
- County Service Award

# San Diego County Probation Department

## Field Services Policy Manual

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#### **815.4 FUNDING**

Payments of awards will be from Department appropriations. Each cash and leave award is paid or awarded through the payroll system; and non-cash awards will be obtained via departmental procurement cards. For non-cash awards not able to be purchased with procurement cards, amounts less than or equal to \$100 will be reimbursed through petty cash and those more than \$100 will be reimbursed by County warrant generated by the preparation of a General Claim.

Employees may not receive awards totaling more than \$1,000 per fiscal year.

#### **815.4.1 RECORDS & REPORTING**

The Customer Service Ambassador – Operations Support Manager maintains records for the awards given in the services. All awards selections must be submitted to the Customer Service Ambassador for tracking. A report is given to the Department of Human Resources quarterly. Awards are included in the quarterly and semi-annual reports to central payroll.

#### **815.5 REFERENCES**

For further guidance, see Field Services Procedure Manual—Employee Recognition and Awards Program.