

Purpose

The Performance Excellence Program (PEP) recognizes employees who have demonstrated exemplary effort in the conduct of their duties and rewards this exceptional performance with a monetary contribution from the County Corporation.

Who Is Eligible?

- 1) All employees
- 2) Staff who at a minimum have demonstrated a satisfactory performance evaluation
- 3) Staff members of working groups
- 4) An employee does not have to be at job rate to be nominated for an award

Performance Excellence Committee

The Committee members shall be the Warden (or his/her designate), the County Chief Administrative Officer, the Director of Human Resources and a member of the community recommended by County Council. The role will be:

- 1) To review and approve all awards and relevant documents upon the recommendation of the Department Head/Manager.
- 2) To prepare a yearly report for Council listing award recipients and their achievements.
- 3) To receive, review and approve recommendations for group awards. Individuals may have been nominated individually for the same work.
- 4) To provide options, suggestions and alternatives to Department Heads/Managers for awards based on past history etc., to assist in appropriate recommendations.
- 5) The Department Head/Manager may be requested to attend, to provide additional information or clarification.

Approval Procedure

- A) A PEP nomination report is sent by the Department Head/Manager to the County Chief Administrative Officer. The report will name the individual (or group), confirm an overall

satisfactory performance evaluation, describe the reason(s) for the nomination and, include a specific recommendation on the amount of the award.

- B) The Approval Committee will be convened to review the report and will rule on the acceptability of the recommendation, as well as the amount of the award.
- C) The Department Head/Manager will be informed of the outcome. Note: Nominations are to be kept completely confidential until the disposition is known and only then will the candidate be told of the nomination.

Guidelines

- 1) The nominator must be assured that the employee has a fully satisfactory performance evaluation.
- 2) Employees could be recognized for completing one or more assignments or project work of a particular volume, delicacy, creativity and/or difficulty.
- 3) Some generic examples of situations related to performance are:
 - an employee has completed a major assignment well prior to the expected completion date and the work was well thought out, free of errors, and of exceptional quality
 - an employee has been innovative in creating a program that was of significant benefit to the County and must have resulted in substantial cost savings
 - an employee was required to put forth extra effort to complete a work assignment, the quality of work was high and other responsibilities did not suffer
- 4) Ideally, the employees recognized should be those whom their peers would recognize as being worthy of recognition. Employees who neglect or offload assignments for the sake of high profile work would be questionable candidates.

Performance Awards

An employee may be recommended to receive a financial award of either \$500, \$1000, \$1500, \$2,000 or \$2,500 (before taxes). The recipient would also receive a letter of congratulations from the Warden.