



Employee Engagement and Recognition Committee Bylaws

ARTICLE I – Name

The name of this organization shall be the City of Norfolk Employee Engagement and Recognition Committee, herein after referred to as Employee Engagement and Recognition Committee.

ARTICLE II – Purpose

SECTION I. Mission: The mission of the Employee Engagement and Recognition Committee is to provide professional, social, and recreational opportunities thato foster a culture of involvement and to increase employee morale while recognizing those employees who exemplify the City of Norfolk’s core values of accountability, integrity, innovation and respect through outstanding public service.

SECTION II. Vision: The vision of the Employee Engagement and Recognition Committee is to have a culture of diversity that inspires, empowers, values and rewards excellence in all employees by providing an environment to promote and to enhance the quality of work and life.

SECTION III. Goals:

- To sponsor employee engagement and recognition events on a routine basis.
- To share ideas and communicate to all departments.
- To encourage all departments to participate in employee engagement and recognition activities.
- To employ a variety of methods and incentives to recognize employees across a broad spectrum.

ARTICLE III – Membership

SECTION I. General: The membership of Employee Engagement and Recognition Committee shall include employees from various departments and divisions and departments within the City of Norfolk.

SECTION II. Responsibility of Membership: By accepting membership on the Employee Engagement and Recognition Committee, each member will adhere to the By-Laws of Employee Engagement and Recognition Committee.

ARTICLE IV – Officers

SECTION I. General: There shall be three officers of Employee Engagement and Recognition Committee: Chair, Co-Chair and Secretary.

SECTION II. Duties of the Chair: The Chair of Employee Engagement and Recognition Committee shall be the executive head of the organization and shall be endowed with such discretionary powers as are required to direct the affairs of Employee Engagement and Recognition Committee in an orderly and business-like manner, included but not limited to the following:

- A. Preside over Employee Engagement and Recognition Committee meetings;
- B. Issue call for all special meetings of the Employee Engagement and Recognition Committee, stating the business to be considered;

- C. Serve as the official spokesperson for Employee Engagement and Recognition Committee and as the official representative of Staff Council in all of its business; and
- D. Bring up for a vote to the committee on questions involving interpretation of the By-laws and the general procedures of operation on Employee Engagement and Recognition Committee.
- E. Following the term as Chair, the Chair shall serve as Past Chair.

SECTION III. Duties of the Co-Chair:

- A. Act in an advisory capacity to the Chair; and
- B. In the absence of the Chair, perform the duties of the Chair.;

SECTION IV. Duties of the Past Chair:

- A. Act in an advisory capacity to the Chair; and
- B. Perform other duties as appointed by the Chair and/or Committee.

SECTION V. Duties of the Secretary:

- A. Oversee the official record keeping of Employee Engagement and Recognition Committee, including membership records and official minutes of Employee Engagement and Recognition Committee meetings;
- B. Notify the membership of meetings, and perform the functions assigned the position by the Chair; and
- C. Serve as historian; file copies of the minutes.

SECTION VI. Terms of Office: All officers will serve for a one fiscalcalendar year term.

ARTICLE V – Meetings

SECTION I. Special Meetings: Special meetings shall be held at the request of the Chair or upon the petition of the majority of the committee.

ARTICLE VI – Voting

SECTION I. Voting Representatives: Each member shall be entitled to one (1) vote on each question. Members can vote in person, by email should be physically present at the time the question is called in order to vote. If a member cannot be physically present, vote may be sent via email or via another member.

SECTION II. Motions will be passed based on 2/3 majority ruling of present members at any committee meeting. All motions can be revisited and revised after a one year trial period.

SECTION III. In the absence of any member to a meeting, a feedback period up to the next meeting will allow for motion amendments in writing to be considered and voted upon in the next meeting.

ARTICLE VII – Subcommittees

SECTION I. Standing Subcommittees: The Standing Subcommittees of the Employee Engagement and Recognition Committee shall be

- A. Employee News/Information Exchange: Activities include, but are not limited to, a citywide newspaper, intranet, calendar of events, blog, and electronic bulletin board.
- B. Health and Wellness: Activities include, but are not limited to, wellness events and athletic competitions.
- C. Morale (Team/Community) Building: Activities include, but are not limited to, social events, community outreach and volunteering, recreational events. For staff and some events to include families and community.
- D. Recognition: Receiving nominations and selecting eligible Departments will be responsible for creating an award system and nominating quarterly candidates for the following awards:-
 - City Spotlight Achiever
 - Mermaid Award
 - “Saving the GreenGain Sharing” Award
 - Customer Service Award
 - Employee of the Years of Service

Each Standing Committee shall be composed of a minimum of three members.

ARTICLE VIII – Recognition

SECTION I. Responsibilities:

Departmental:

All departments in the City of Norfolk will be given a template for a recognition program within their respective units. For departments that do not already have effective programs this will give them a straightforward and effective program to recognize employees. Nominations will take place on a quarterly basis by supervisors, citizens and/or fellow employees.

Committee:

The committee will discuss and vote on all nominations to decide on the most qualified candidate for a quarterly award across four (54) different categories. The committee will be broken into five (54) subcommittees organized by award. An annual award ceremony will be held at the end of each fiscal year to recognize excellence and years of service in the workforce.

SECTION II. Awards:

1. **City Spotlight Achiever Award:** The winner of this award shall demonstrate outstanding career achievements that better themselves and the mission and goals of the City of Norfolk.

This award will be recognized quarterly and annually. City Spotlight Achiever standards are as follows:

Criteria:

1. Any full time, part time or temporary employee may be nominated.
2. Employees must exemplify all of the City of Norfolk core values of integrity, accountability, innovation and respect.
3. Nominators must explain how the nominee has exemplified each of the City’s core values.
4. Nominations forms may be made by Department Heads, Supervisors, colleagues, self, or the Employee Recognition Committee members.
5. The employee must be a City of Norfolk employee for 1+ year.
6. The employee may not have any documented disciplinary actions against them in the nomination calendar year.

7. Performance Measures will be taken into account for nomination evaluations.

Recognition:

1. Spotlight article with picture
 2. City of Norfolk Gift Basket
 3. Name, department and award received posted Bio and accomplishments posted on the Employee Engagement and Recognition Committee intranet webpage City of Norfolk Homepage
 4. Letter of appreciation from the City Manager
 54. Certificate w/holder signed by the City Manager and the committee executive sponsors
 6. Invitation to Annual Employee Recognition Ceremony +1 guest
 7. (1) 8 hour day of Annual Leave
 8. At Ceremony Presentation of Individual Plaque
 5. Inclusion in the City Manager’s Message with summary of award submission and photo
2. **Mermaid Award:** The winner of this award is the Employee of the Year. The award will be recognized quarterly. and annually.

The winner of the award shall demonstrate the following behaviors:-

Modeling Customer Service

Ethical

Respect

Making Contributions

Awesome Attitude

Innovation

Dedication

The Mermaid Award of the Year standards are as follows:

Criteria:

1. Any full time, part time or temporary employee may be nominated.
2. Employees must exemplify all of the City of Norfolk core values of integrity, accountability, innovation and respect.
3. Nominators must explain how the nominee has exemplified each of the City’s core values and how they demonstrate the behaviors mentioned in “MERMAID.”
4. Nominations forms may be made by Department Heads, Supervisors, colleagues, self, or the Employee Recognition Committee members.
5. The employee may not have any documented disciplinary actions against them in the nomination calendar year.
6. Performance Measures will be taken into account for nomination evaluations.
7. If an employee exemplifies all the behaviors, but was not a quarterly winner, a nomination can still be submitted on their behalf for Mermaid of the Year.

Recognition:

1. Spotlight article with picture
2. City of Norfolk Gift Basket
3. Name, department and award received posted on the Employee Engagement and Recognition Committee intranet webpage
4. Certificate w/holder signed by the City Manager and the committee executive sponsors
5. Inclusion in the City Manager’s Message with summary of award submission and photo
1. City of Norfolk Gift Basket with Mermaid Pin

2. Spotlight Article with picture
 3. Letter of appreciation for the City Manager
 4. Certificate w/holder
 5. Invitation to Annual Employee Recognition Ceremony +1 guest
 6. (1) 8 hour day of Annual Leave
 7. At Ceremony Presentation of Individual Plaque
3. **“Saving the Green” Gain Sharing Award:** The winner of this award is an employee who takesook the initiative to be efficient and add to the City of Norfolk’s cost savings.

The winner of this award will be recognized quarterly and annually. “Saving the Green” Gain Sharing of the YearAward standards are as follows:

Criteria:

1. Any full time, part time or temporary employee may be nominated.
2. Employees must exemplify all of the City of Norfolk core values of integrity, accountability, innovation and respect.
3. Nominators must explain how the nominee has proven to be efficient and add to the City of Norfolk’s cost savings.
4. Nominations forms may be made by Department Heads, Supervisors, colleagues, self, or the Employee Recognition Committee members.
5. The employee may not have any documented disciplinary actions against them in the nomination calendar year.
6. Performance Measures will be taken into account for nomination evaluations.

Recognition:

1. Spotlight article with picture
2. City of Norfolk Gift Basket
3. Name, department and award received posted on the Employee Engagement and Recognition Committee intranet webpage
4. Certificate w/holder signed by the City Manager and the committee executive sponsors
5. Inclusion in the City Manager’s Message with summary of award submission and photo

1. City of Norfolk Gift Basket
2. Spotlight Article with picture
3. Letter of appreciation for the City Manager
4. Certificate w/holder
5. Invitation to Annual Employee Recognition Ceremony +1 guest
6. (1) 8 hour day of Annual Leave
7. At Ceremony Presentation of Individual Plaque

4. **Customer Service Award** The winner of this award is an employee that exemplifies the highest level of customer service and professionalism at all times ensuring the City of Norfolk gains a positive reputation as a public service agency.

The award will be recognized quarterly and annually. Customer Service of the Year standards are as follows:

Criteria:

1. Any full time, part time or temporary employee may be nominated.

2. Employees must exemplify all of the City of Norfolk core values of integrity, accountability, innovation and respect.
3. Nominators must explain how the nominee has exemplified each of the City's core values and how effective they have been in being a model for customer service and professionalism.
4. Nominations forms may be made by Department Heads, Supervisors, colleagues, self, or the Employee Recognition Committee members, as well as, citizens or external organizations.
5. The employee may not have any documented disciplinary actions against them in the nomination calendar year.
6. Performance Measures will be taken into account for nomination evaluations.

Recognition:

1. Spotlight article with picture
 2. City of Norfolk Gift Basket
 3. Name, department and award received posted on the Employee Engagement and Recognition Committee intranet webpage
 4. Certificate w/holder signed by the City Manager and the committee executive sponsors
 5. Inclusion in the City Manager's Message with summary of award submission and photo
5. Employee of the Year Award: The winner of this award is an employee that contributes to the advancement of the City of Norfolk; demonstrates and contributes to the improvement of the quality and performance of the City of Norfolk; contributes to areas of improvement of operation and citizen satisfaction; goes beyond normal job expectations; and is consistent with the established core criteria and values outlined by the City of Norfolk.

The award will be recognized annually. Employee of the Year standards are as follows:

Criteria:

1. Any full time, part time or temporary employee may be nominated.
2. Employees must exemplify all of the City of Norfolk core values of integrity, accountability, innovation and respect.
3. Nominators must explain how the nominee has exemplified each of the City's core values and how effective they have been in being a model for customer service and professionalism.
4. Nominations forms may be made by Department Heads, Supervisors, colleagues, self, or the Employee Recognition Committee members, as well as, citizens or external organizations.
5. The employee may not have any documented disciplinary actions against them in the nomination calendar year.
6. Performance Measures will be taken into account for nomination evaluations.

Recognition:

1. Spotlight article with picture
2. City of Norfolk Gift Basket
3. Name, department, photo and summary of award received posted on the Employee Engagement and Recognition Committee intranet webpage
4. Certificate w/holder signed by the City Manager and the committee executive sponsors
5. Inclusion in the City Manager's Message with summary of award submission and photo

City of Norfolk Gift Basket
Spotlight Article with picture
Letter of appreciation for the City Manager
Certificate w/holder
Invitation to Annual Employee Recognition Ceremony +1 guest
(1) 8 hour day of Annual Leave
At Ceremony Presentation of Individual Plaque

6. 5. Years of Service Ceremony: Award An annual ceremony will be held to recognize employees' years of service and loyalty The winners of this award demonstrate loyalty to to the City of Norfolk based on employment milestones through their significant number of years employed in the City.

The following years of services will be recognized in an annual ceremony at the end of each fiscal year.

- A. 5 Years of Service: Pin and a Letter of Appreciation from the City Manager
- B. 10 Years of Service: Pin, Plaque, Letter of Appreciation from the City Manager, invitation to Annual Employee Recognition Ceremony
- C. 15 years of Service: Pin, Plaque, Letter of Appreciation from the City Manager, invitation to Annual Employee Recognition Ceremony
- D. 20 years of Service: Pin, Plaque, Letter of Appreciation from the City Manager, invitation to Annual Employee Recognition Ceremony
- E. 25 Years of Service: For Public Safety Only, Pin, Plaque, invitation to Annual Employee Recognition Ceremony
- F. * 30 Years of Service: Pin, Plaque, Name on Years of Service Wall, Gift of Appreciation from the City Manager invitation to Annual Employee Recognition Ceremony
- G. * 35 Years of Service: Pin, Plaque, Name on Years of Service Wall, Gift of Appreciation from the City Manager invitation to Annual Employee Recognition Ceremony
- H. * 40 Years of Service: Pin, Plaque, Name on Years of Service Wall, Gift of Appreciation from the City Manager invitation to Annual Employee Recognition Ceremony

* In the future, the Employee Engagement and Recognition Committee may honor those with 30+ years of service to the City with their names on a Wwall plaque in the lobby of City Hall. for Years of service for 30 years + with name and # of years served to the City of Norfolk

* Gift of Appreciation will be from a selected items list--Research Companies with booklets of items to choose from. *Employees with 5 Years of Service will receive a Pin and a certificate from the City Manager around their service anniversary

Criteria:

1. Any full time, part time or temporary employee with more than 5, 10, 15, 20, 25* (public safety only), 30, 35 and 40 years of service with the City of Norfolk on a consistent basis.
2. Employees must exemplify all of the City of Norfolk core values of integrity, accountability, innovation and respect.
3. Only employees of 10, 15, 20, 25*(public safety only), 30, 35, 40 years of service will be invited to attend Annual Recognition Ceremony and permitted to invite 1 guest.

ARTICLE IX - Amendments

Adoption of amendments requires a 2/3 majority-rule vote of the members present at the meeting. Amendments must be submitted to the general membership at least seven (7) days prior to the vote.

ARTICLE X – Non Discrimination Policy

Employee Recognition Committee is committed to equal opportunity for all persons; regardless of race, color, religion, handicap, age or sexual orientation per applicable laws and regulations.