



TITLE:
Employee Recognition Program Policy
ADOPTED BY BOARD OF HARBOR COMMISSIONERS:
October 27, 2014
EFFECTIVE DATE:
This Administrative Policy is effective upon approval by the Board of Harbor Commissioners.
SUPERSESSION:
This policy supersedes Administrative Policy # 12305.1A.
PURPOSE:
<p>A well-administered recognition program communicates to all employees the belief that their service and achievements are important factors contributing to the success of the Oxnard Harbor District. The purpose of this Administrative Policy is to establish a successful on-going Employee Recognition Program that will consistently acknowledge and recognize length of service and outstanding individual achievement.</p>
POLICY:
<p>1. BACKGROUND.</p> <p>A successful Employee Recognition Program will encourage all employees to continue their service with the District in addition to inspiring them to strive for new and improved levels of individual achievement. A consistently implemented Employee Recognition Program enables employees to contribute to the success of the Oxnard Harbor District as well as enhancing the District's vision, mission, goals and values by encouraging commitment to long-standing service and outstanding individual achievement.</p> <p>This Administrative Policy is applicable to all employees of the Oxnard Harbor District who have been employed for a specific period of time and to those who demonstrate outstanding individual achievement. Recognition of Board of Harbor Commissioners for their public service is not applicable to this Administrative Policy as it is covered under the District's Administrative Policy #104 - Recognition of Service as a Harbor Commissioner.</p> <p>2. POLICY.</p> <p>All aspects of the Employee Recognition Program shall be clearly and completely communicated to all employees. All relevant details related to the criteria under which employees are considered shall be disseminated to all employees. The CEO & Port Director shall monitor the success of the Employee Recognition Program and shall supervise its</p>

implementation. The Chief Finance & Administrative Officer or designated representative shall coordinate and administer all aspects of the Employee Recognition Program.

A. Length of Service Recognition

The District shall formally acknowledge and recognize all employees who have been employed for specific periods of time. Employees shall be recognized upon the completion of their first 5 years of service, and at the 10, 15, 20, 25 and 30 years of service intervals. Any additional service beyond 30 years shall be recognized in 5 year intervals.

Employees shall receive certificates of service distinctly indicating the specific periods of service being recognized and may choose between a service pin or an appropriate award authorized by the CEO & Port Director. The certificates of service and the service pin or award shall be reflective of the high value the District places on commitment and long-standing service. The Board of Harbor Commissioners shall present the employees with the certificate of service and service pin or award.

B. Outstanding Achievement Recognition

The recognition of outstanding achievement is fundamental in encouraging employees to strive for new and improved levels of outstanding individual achievement. Employees who consistently demonstrate a steadfast commitment to work ethic and achievement by exceeding established performance standards are eligible to be recognized by the District as the “Above & Beyond (Port Director’s Choice)” award recipient(s). The CEO & Port Director shall make the selection of the award recipient(s). Outstanding individual achievement is defined as performance that exceeds the basic job performance expectations that exist for all employees.

1. Performance Standards

The District shall establish specific performance standards in order to measure job performance that surpasses basic expectations and which represents outstanding individual achievement. The performance standards by which all employees shall be measured are:

- a. Attitude: This performance standard measures a proactive approach to work, initiative, teamwork, and overall attendance practices. Furthermore, this performance standard takes into consideration enthusiasm and a desire to exceed job performance objectives established by the District.
- b. Quality and Quantity of Work: This performance standard measures superior technical knowledge, job performance and productivity. It also measures, an employee's ability to successfully perform and complete all assigned work in an efficient, cost-effective and timely basis by applying his or her knowledge, skills and abilities.
- c. Safety and Security: This performance standard measures an employee's overall commitment to safety by taking into account his or her contributions to a safe and



secure workplace, adherence to established policies and procedures and participation in safety related training programs.

2. Recognition Award

Employees who are selected as the “Above & Beyond (Port Director’s Choice)” award recipient(s) shall receive awards that strongly convey the District’s appreciation and gratitude for outstanding individual achievement. The CEO & Port Director shall authorize an appropriate award for the “Above & Beyond (Port Director’s Choice)” award recipient(s). The Board of Harbor Commissioners and CEO & Port Director shall present the “Above & Beyond (Port Director’s Choice)” award recipient(s) with the award(s).

C. Employee Recognition Activities

All employee recognition activities shall strongly reinforce the principles of outstanding achievement and dedication. The focus of the recognition activity shall be to attain a maximum positive impact thus creating the most influence on employee morale. The activities to honor employees shall be well planned, contain team building exercises and designed to convey a feeling of appreciation and enthusiasm among employees. Every attempt shall be made to schedule recognition activities at a time and location accessible to all employees in order to allow for the presence of peers and supervisors.

Annually, in the November and December timeframe, the District shall plan an Annual Employee Recognition Event in order to recognize employee’s length of service awards and the “Above & Beyond (Port Director’s Choice)” award recipient(s). The presentation of these awards shall be made by the CEO & Port Director and the Board of Harbor Commissioners.

D. Documentation of Length of Service and Employee Recognition Awards

All employee recognition activities related to the recognition of outstanding individual performance and for completing specific lengths of service shall be reported to all employees via the District’s various employee communication methods. All relevant information shall be placed in the personnel files of employees who have been recognized for outstanding individual achievement and for completing specific lengths of service.

RELATED POLICIES AND PROCEDURES:

Policy # 104 – Recognition of Service as a Harbor Commissioner

DEFINITIONS:

None.