

City of Los Alamitos Administrative Regulation

Regulation: 4.13
Title: Employee of the Quarter
Authority: City Manager
Date: February 27, 2024
Revised:



Chet Simmons, City Manager

1. Purpose: The City of Los Alamitos has implemented an Employee of the Quarter Awards program to recognize full-time employees for their outstanding work performance on a quarterly basis. The award program is designed to honor individuals who have a strong work ethic, exhibit quality customer service to patrons, and have performed excellent work in their individual department or city-wide.

Executive Staff would like to recognize full-time employees within the City and honor those who have gone above and beyond. Our employees do an outstanding job on a daily basis, but there are a few who have stood out among their peers.

2. Procedure: Any City employee may nominate other eligible city employees to be considered for Employee of the Quarter. The Administrative Services Manager will review each nomination to verify eligibility. The Employee of the Quarter Committee (Executive Staff) will then meet to evaluate the nominations and select the recipient. The selected recipients will receive pre-determined recognition and awards.

Eligibility for Employee of the Quarter/Year:

- Must be an active employee of the City meeting the following criteria:
- Full-time, regular employees employed with the City for at least 1 year and off of probation.
- Executive Staff are not eligible to be nominated.
- Has not been selected as Employee of the Quarter within the last 2 years

Nominations: Nomination forms must be submitted to the Administrative Services Department/Human Resources by noon, the last day of each quarter to be considered. Forms may be submitted via email or physically dropped off. The nomination form should include specific example(s) and details about how the employee has gone above and beyond to fulfill a specific aspect of our ethics statement.

Employees may be nominated for single acts and/or for overall performance throughout the entire quarter. Nominations may be submitted any time during each quarter and multiple nominations are allowed.

The following qualities should be considered when nominations are submitted:

- **Efficiency:** Doing things right; measured by a comparison of production with cost (as in energy, time, and money)
- **Transparency:** Citizens can see how public business is conducted and participate in it
- **Honesty:** The quality of being honest or truthful
- **Innovation:** The process by which a new idea or invention adds value to the services we provide to our citizens
- **Customer Service:** Providing courteous, helpful service that exceeds what the customer would reasonably define as normal or expected.

If no nominations are submitted from the employees at large for the Employee of the Quarter, nominations will come from Directors and Managers. Eligible employees nominated within the year, but not selected will automatically be considered in subsequent quarters.

Employee of the Quarter /Year Selection: The Employee of the Quarter nominations will be evaluated by the Administrative Services Manager to determine which nominations meet the basic eligibility criteria.

Those that meet the basic criteria will be sent to the Committee, as well as those prior nominated but not selected. The Committee will evaluate all eligible nominations and select the award recipient on the following schedule:

- **1st Quarter: Spring (Jan to March) – Awarded in April**
Deadline to submit nominations: March 31 at noon
- **2nd Quarter: Summer (April to June) - Awarded in July**
Deadline to submit nominations: June 30 at noon
- **3rd Quarter: Fall (July to September) - Awarded October**
Deadline to submit nominations: September 30 at noon
- **4th Quarter: Winter (October to December) - Awarded in January**
Deadline to submit nominations: December 31 at noon

3.Regulations: Each Employee of the Quarter will receive the following:

1. Recognition at a Council Meeting with a Certificate of Recognition (attendance is not required, but preferred)
2. Additional 10 hours of vacation pay

3. Name and picture displayed on the Employee of the Quarter Plaque
4. Employee of the Quarter Recognition Belt (rotating item)

Four individuals will receive this outstanding award each year. The honor will be awarded and announced with a city-wide email at the beginning of April, July, October, and January. As we would like to be able to recognize all Outstanding employees, an employee is only eligible to win one quarter each year.