

Ordinance No. 118966

Council Bill No. 112112

MC

The City of Seattle

Council Bill/Ordinance

OK

AN ORDINANCE relating to employee awards, repealing SMC Chapter 4.84 and Chapter 4.92, and adding a new Chapter 4.86 to replace two outdated awards programs with a program better aligned with the City's organizational values and goals.

passed 4-0 Montrean

CF No. _____

4-20-98 Full C

(E-1009)

Date Introduced:	MAR 30 1998	
Date 1st Referred:	MAR 30 1998	To: (committee) Finance & Budget Committee
Date Re - Referred:		To: (committee)
Date Re - Referred:		To: (committee)
Date of Final Passage:	4-20-98	Full Council Vote: 7-0
Date Presented to Mayor:	4-21-98	Date Approved: APR 23 1998
Date Returned to City Clerk:	APR 24 1998	Date Published: 3pp. T.O. <input checked="" type="checkbox"/> F.T. <input checked="" type="checkbox"/>
Date Vetted by Mayor:		Date Veto Published:
Date Passed Over Veto:		Veto Sustained:

This file is complete and ready

Law Department

Law Dept. Review

ORDINANCE 118966

AN ORDINANCE relating to employee awards, repealing Seattle Municipal Code Chapter 4.84 and Chapter 4.92, and adding a new Chapter 4.86 to replace two outdated awards programs with a program better aligned with the City's organizational values and goals.

WHEREAS the City of Seattle acknowledges that recognizing and celebrating employees as the City's greatest resource is essential to promoting employee morale and achieving a high-performance City; Now Therefore:

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:

Section 1. Seattle Municipal Code Chapter 4.84, **Annual Award Program**, Ordinance 103767, is hereby repealed.

Section 2. Seattle Municipal Code Chapter 4.92, **Suggestion Award Program**, Ordinance 86927 as amended, is hereby repealed.

Section 3. There is hereby established a new Seattle Municipal Code Chapter 4.86 titled **Seattle Works! Excellence Awards Program**; replacing the awards programs previously codified at Chapter 4.84 and 4.92; as follows:

Chapter 4.86

Seattle Works! Excellence Awards Program

4.86.010 Program purpose.

The *Seattle Works!* Excellence Awards Program shall emphasize the City's commitment to outstanding public service, teamwork in finding innovative solutions to problems, and delivering results to citizens. It shall provide for the recognition of individual City employees and employees teams for exceptional performance or achievement.

1 **4.86.020 Administration**

2 The Personnel Director or a designated representative will administer the
3 *Seattle Works!* Excellence Awards Program, including establishing a nomination
4 process, and convening an interdepartmental awards selection committee. The
5 awards selection committee will establish award categories, accept nominations,
6 and select award recipients based on the relative merit of their achievements. The
7 committee may revise the award categories as needed to reflect the City's values
8 and business objectives.

9 **4.86.030 Eligibility**

10 Only regularly appointed classified service or exempt employees may
11 participate in the program. To be eligible for a monetary award, an employee or
12 employee group must be responsible for performance that

- 13 1. Is above and beyond normal expectations; or
14 2. Represents the resolution of an extraordinary problem, the
15 achievement of a significant and difficult goal, or the implementation of an idea for a
16 process or system that enhances the City's performance; or
17 3. Improves the cost-effectiveness or efficiency of service
18 delivery, brings positive recognition to the City, or adds value to a public service
19 commensurate with the expense involved.

20 **4.86.040 Awards**

21 Each individual or group award recipient will receive a cash award or time off
22 with pay. Effective March 1, 1998, the maximum individual monetary award shall

1 be Five Hundred Dollars (\$500), to a maximum of Two Thousand Dollars (\$2,000)
2 per employee group, or two (2) days off with pay. Thereafter, the
3 amount of the monetary award may be adjusted to reflect inflationary factors and
4 shall be provided for in the biennial budget ordinance. In addition to a cash award
5 or time off with pay, recipients will receive certificates of appreciation and other non-
6 monetary mementos and honors as appropriate.

7 **Section 4.** Any acts made consistent with the authority and prior to the effective
8 date of this ordinance are hereby ratified and confirmed.

9
10 **Section 5.** This ordinance shall take effect and be in force thirty (30) days from
11 and after its approval by the Mayor, but if not approved and returned by the Mayor
12 within ten (10) days after presentation, it shall take effect as provided by Municipal
13 Code Section 1.04.020.

14
15 PASSED by the City Council of the City of Seattle this 20th day of
16 April, 1998, and signed by me in open session in authentication of its
17 passage this 20th day of April, 1998.

18 [Signature]
19 President _____ of the City Council

20 Approved by me this 23rd day of April, 1998.

21 [Signature]
22 Mayor

23 Filed by me this 24 day of April, 1998.

24 [Signature]
25 City Clerk

26 (Seal)

Seattle Works! Excellence Awards **Program Plan**

Purpose

The *Seattle Works! Excellence Awards* Program emphasizes the City's commitment to outstanding public service, teamwork in finding innovative solutions to problems, and delivering results to citizens. It also provides a high profile means of recognizing City employees for exceptional performance in the workplace and in our communities.

Eligibility

Any employee or group may nominate any other employee or employee group at any level of City government for an award. An employee group can be a team, a work unit, a squad, a crew, or any combination of persons working together on a project. The program is open to all permanent full-time or part-time employees. Volunteers and intermittent or contract employees are not eligible to participate.

Criteria

This program provides recognition and monetary awards to individuals and teams for outstanding performance and innovative efforts that best exemplify *Seattle Works!* values. The emphasis is on an action which resulted in benefit to the City. Examples include:

- ◆ solving an extraordinary problem or achieving a significant, difficult goal;
- ◆ implementing an idea which resulted in significant added value for the City; or
- ◆ achieving an outstanding act which brought recognition to the City, increasing public trust, enhancing the City's image, or improving service delivery to citizens and customers.

Using the above guidelines, individuals and teams may be nominated in the following categories:

Outstanding Public Service - Best exemplifies the City of Seattle's commitment to exceptional service to internal and external customers and accountability for results.

Inspiration - Promotes and demonstrates a collaborative "can-do" approach within and across City departments inspiring others to achieve performance excellence.

Innovation - Uses original problem solving, imaginative project development, and inventive resources utilization to reflect the City's commitment to fostering innovation.

Environmentalism - Implements a solution that improves the environmental management of City's operations and promote the City's Comprehensive Plan goal of environmental stewardship. Recipients of the "Friend of the Environment" quarterly award are eligible to receive an Environmentalism award. An Environmental Awards Subcommittee is established to select award recipients for this category and will forward its decision to the Citywide Selection Committee.

Community Ambassador - Sets an outstanding example in the Seattle community by participating in and/or organizing programs that involve citizens in decision making, enhance the City's relationship with communities, and improves the quality of life in neighborhoods.

Employee Involvement - Best exemplifies risk-taking and problem-solving that result in improved service delivery and reflects the City's commitment to employee involvement committees and labor-management partnerships.

Heroism - Honors an individual or team who show courage and bravery in an extraordinary act of unselfishness or perform a life saving act in the face of personal risk or danger.

Nomination Process

Both written and verbal nominations are welcome. Written nominations will be a maximum of two pages and must be submitted to the *Seattle Works!* Awards Selection Committee at 13-13-01 by **March 18, 1998**. Those who wish to submit a verbal nomination should contact the program coordinator at 684-7924 by **March 2, 1998** to schedule an interview.

Award Selection Committee & Process

Nominations will be reviewed by a special committee comprised of City employees representing several departments, varying levels of the organization, and both represented and non-represented employees. The committee will appoint a chair who has the authority to ensure department representation and participation in compliance with these program guidelines. Committee members will first independently review and prioritize nominations and then meet to compare rankings and commonalities. Award recipients will be selected based on the merits of their achievements and consideration will be given in selecting recipients to ensure representation of departments, individuals and teams, job categories, diversity, and field and office personnel.

Awards Package - Each award recipient or team will receive:

- \$500 cash or two days off with pay (up to \$2,000 per team)
- Certificate of Appreciation signed by the Mayor and Council President
- A *Seattle Works!* memento engraved with the award recipient's name
- Two Mariners tickets and names announced at the City of Seattle Night at the Mariners
- Names in Seattle Times or P-I announcing the award



City of Seattle

Paul Schell, Mayor

Executive Services Department

Dwight D. Dively, Director

March 2, 1998

MEMORANDUM

TO: The Honorable Sue Donaldson, President
Seattle City Council

Via: Elaine Marklund, City Budget Office

FROM:


Dwight D. Dively, Director


Sarah Welch,

Executive Services Department Personnel Director

SUBJECT: Seattle Works! Excellence Awards Program Legislation

The attached council bill proposes the repeal of two outdated award programs and the implementation of a new program, *Seattle Works! Excellence Awards*. This new program is better aligned with the City's organizational values and goals of continuous improvement, employee involvement, and innovation.

This program reflects the work of an interdepartmental committee representing employees from varying levels within the City. The City Council and the Mayor have agreed in principle to this programmatic concept. We have worked extensively with labor unions and have incorporated their input, particularly with regard to award categories. We envision *Seattle Works! Excellence Awards* as a program that can be easily revised and adapted to accommodate the City's changing objectives and business needs.

We appreciate your consideration of this bill. Please direct any questions to Theresa Chambers, City Performance Resource Team, at 684-7924.

SW/ks

Attachment

C: The Honorable Martha Choe, Chair
Finance and Budget Committee

City of Seattle
Executive Services Department
City Budget Office

Anne Fiske Zuniga, Budget Director
Dwight Dively, Director, Executive Services
Paul Schell, Mayor

March 16, 1998

The Honorable Mark Sidran
City Attorney
City of Seattle

Dear Mr. Sidran:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

REQUESTING
DEPARTMENT: Executive Services Department

SUBJECT: AN ORDINANCE related to employee awards, repealing SMC Chapter 4.84 and Chapter 4.92, and adding a new Chapter 4.86 to replace two outdated awards programs with a program better aligned with the City's organizational values and goals.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation to your office for review and drafting.

After reviewing this request and any necessary redrafting of the enclosed legislation, return the legislation to SPO. Any specific questions regarding the legislation can be directed to Elaine Marklund at 684-8053.

Sincerely,

Paul Schell
Mayor

by

Elaine Marklund for

ANNE FISKE-ZUNIGA
Budget Director

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Enclosure

48-023
Approved by
Mark Sidran
3/20/98
MARCH 17 PM 1:32
CITY ATTORNEY

SPONSORSHIP

THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY
THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:

Martha Chase

FOR CITY COUNCIL PRESIDENT USE ONLY

COMMITTEE(S) REFERRED TO: _____

PRESIDENT'S SIGNATURE

STATE OF WASHINGTON - KING COUNTY

92625
City of Seattle, City Clerk

-ss.

No.

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

CTORD:118966 IN FULL

was published on

05/05/98

The amount of the fee charged for the foregoing publication is the sum of \$ _____, which amount has been paid in full.

R. Patterson

Subscribed and sworn to before me on

05/05/98

McClwinney

Notary Public for the State of Washington,
residing in Seattle

City of Seattle

ORDINANCE NO. 118966

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SECTION 2. Seattle Municipal Code Chapter 4.92, SUGGESTION AWARD PROGRAM, Ordinance 86927 as amended, is hereby repealed.

SECTION 3. There is hereby established a new Seattle Municipal Code Chapter 4.86 titled SEATTLE WORKS! EXCELLENCE AWARDS PROGRAM, replacing two awards programs previously codified at Chapter 4.84 and 4.92, as follows:

CHAPTER 4.86

SEATTLE WORKS!

EXCELLENCE AWARDS PROGRAM

4.86.010 PROGRAM PURPOSE

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4.86.030 ELIGIBILITY

Only regularly appointed classified service or exempt employees may participate in the program. To be eligible for a monetary

96-9-08035-2 Pharmmons Indust Inc v
96-9-03165-3 Rice & Rice — \$31,278
96-9-02802-4 Security Pac Bk Oregon v
95-9-21507-1 State etano v Route etano
95-9-975 TAX
95-9-05282-2 State Rev v Schneider dba
94-9-18155-1 State Rev v Hartt aka dba
94-9-04655-7 Boche v Boche — \$1,894
93-9-27253-7 Lynde etano v Boyd etano
93-9-08344-8 State v Phillips — \$1,000
100 PART