

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Special Programs**

Standard: **EMPLOYEE RECOGNITION AWARDS**

Section #: H-2

Effective: July 29, 2008

Revised: August 9, 2018

See Also: Performance/Achievement Awards

GENERAL STANDARD

The Authority recognizes employee performance excellence through a formal recognition program.

SPECIFIC STANDARD

- ❑ Employee performance excellence is recognized daily, quarterly and annually online and at designated meetings and employee appreciation events.
- ❑ The Employee Recognition Program consists of the following components:
 - Just Plane Thanks Tickets
 - Spirit of SAN Award
 - Employee of the Quarter
 - Annual Awards of Excellence
 - Employee of the Year
 - Team of the Year
 - Sustainability Champion(s)
 - Innovator(s)
 - Volunteer(s)
- ❑ Award categories and electronic nomination forms are available to all employees on the Authority's intranet.
- ❑ An Employee Recognition Team (ERT) is entrusted with the review, analysis and selection of award recipients for quarterly and annual awards.
- ❑ Management is responsible for supporting the program and encouraging employee participation.
- ❑ Authority executives, defined as Directors and above, are not eligible for individual award nominations.

- ❑ Authority executives may be nominated as part of a team award but are not eligible for monetary awards above Spirit of SAN (\$50.00).