


The Presidents Program

Awards for city line employees for qualifying behavior going above and beyond normal expectations:

Award Level 1	<p><i>The Andrew Jackson</i></p> <p><i>\$20 cash</i></p>	
Award Level 2	<p><i>The Ulysses Grant</i></p> <p><i>\$50 cash</i></p>	
Award Level 3	<p><i>The Benjamin Franklin</i></p> <p><i>\$100 cash</i></p>	

<p>Award Level 4</p>	<p><i>The Mount Rushmore</i></p> <p><i>\$170 cash</i></p>	 A photograph of the Mount Rushmore National Memorial in South Dakota, showing the four large granite faces of George Washington, Thomas Jefferson, Theodore Roosevelt, and Abraham Lincoln carved into the mountain face under a clear blue sky.
<p><u>Special Award Level</u></p>	<p><u><i>The George Washington</i></u></p> <p><u><i>\$100 cash</i></u></p>	 A classic oil painting portrait of George Washington, the first President of the United States. He is depicted from the chest up, wearing a dark blue or black coat over a white cravat and a white powdered wig.

Presidents Program details

The City of Venice recognizes a number of behaviors, which when demonstrated by line employees above and beyond the scope of their expected job duties render a valuable service to others. These behaviors, through this program, should be rewarded and become interwoven into the city's organizational culture.

Behaviors to be rewarded are:

COMMITMENT	Demonstrate a steadfast commitment to service for the Venice community.
INNOVATION	Think of new ways to improve how we work and solve problems.
FORGIVENESS	In order to move on with relationships we must have forgiveness.
QUALITY	Make a commitment to great customer service and customer satisfaction.
COMMUNITY	Work interdepartmentally together to make our city a better place.
POSITIVITY	Look for the good in difficult situations. Take a break. Breathe and move on with a smile.
INTEGRITY	Demonstrate an unwavering commitment to doing the right thing when no one is looking.
DECISIVENESS	Be able to gather good information and make a sound decision in a reasonable timeframe.
EXCELLENCE	Strive to do your best in every conversation and interaction with the public. If you inspire people with your passion, take pride in what you do and always ask yourself if this is the best you can do, everything else will fall into place.
EMPATHY	We all have different life experiences. Listen, care, and you can achieve great things.
ADAPTABILITY	Accept change and be willing to take on new responsibilities, roles or processes, direction or unique challenges.
FAIRNESS	Provide equal and equitable opportunities in all situations.
<u>DEPENDABILITY</u>	<u>To recognize employees whose commitment and reliability result in no use of unscheduled sick time in a calendar year.</u>

Presidents Program Eligibility

All directors, managers and supervisors are excluded from receipt of awards. Only line employees are eligible, i.e. employees who do not supervise any other employee, regardless of job title.

Presidents Program Levels

Andrew Jackson – behavior impacted an individual or small group

Ulysses Grant – behavior impacted a work group/division

Benjamin Franklin – behavior impacted a department, the organization or community

Mount Rushmore – extraordinary behavior that significantly impacted a department, the organization or community

George Washington – special award for no unscheduled sick time use in a calendar year. Tracked and monitored by HR. Employees must have been in city employment for the entire calendar year to qualify.

Presidents Program Award Process

Approval levels are as follows:

Award	Amount	Authority
Andrew Jackson	\$20	Department Director
Ulysses Grant	\$50	Department Director
Benjamin Franklin	\$100	Department Director
Mount Rushmore	\$170	Program Committee
<u>George Washington</u>	<u>\$100</u>	<u>Human Resources</u>

For the lower three levels (Jackson, Grant and Franklin), the employee is given a coded reusable program card in one of three denominations (\$20/\$50/\$100) by the department director to take to the Cashier’s office in city hall to hand in and is issued a \$20/\$50/\$100 bill, depending on the award level.

For the Mount Rushmore, the department director completes the nomination form and sends to the HR Director, who will initiate a committee review. If approved by the committee, the employee is given all three denominations of the coded reusable program cards (\$20, \$50 and \$100) by the department director to take to the Cashier’s office in city hall to hand in and is issued a \$20, \$50 and \$100 bill.

For the George Washington, HR will notify the department director shortly after the start of the calendar year and the director will give the employee a coded reusable program card to take to the Cashier’s office in city hall to hand in. The employee will be issued a \$100 bill.

Record Keeping

For each award given, other than the George Washington, the department director should make an entry in the log at S:\Presidents Program. HR will make the entries for the George Washington awards.

Presidents Program annual limit per employee

\$270 per fiscal year.