

# VERNON EXCEPTIONAL EMPLOYEE PROGRAM VEEP AWARDS



*Excellence in Service*

*High Level of Productivity and Consistent Quality of Work*

*High Degree of Initiative Above and Beyond Normal Duties*

*New and Creative Ideas that Save Time/Money/Resources*

*Consistent Display of Professional Development*

*Exemplary Problem Solving Skills and Teamwork*



## Nominate Someone for a VEEP Award

Any employee, business or resident can make nominations by completing an VEEP Award Nomination Form. Employee must meet the following criteria:

- Completed probationary employment period.
- Full and part-time employees of the City of Vernon are eligible.
- Attained satisfactory performance evaluation at time of nomination.
- No disciplinary actions on file in Human Resources Official Personnel File within the preceding twelve (12) months.
- Must not have received an award within the last two (2) years.

Nomination Forms can be obtained online at [www.cityofvernon.org/Human Resources](http://www.cityofvernon.org/HumanResources) or on the City's "M" Drive—HR Forms.

Self-nominations are permitted.

## VERNON EXCEPTIONAL EMPLOYEE PROGRAM

### PURPOSE

*DESIGNED TO MOTIVATE, RECOGNIZE, AND REWARD OUTSTANDING EMPLOYEE EXCELLENCE AND PUBLIC SERVICE*

The VEEP Award was created to recognize excellence in the areas of quality service, process improvement, and teamwork. The program comprises several aspects, including those described herein.

In creating a high-performance workplace, recognition is a motivating factor that:

- Provides employees with job satisfaction and encouragement to perform their jobs more effectively.
- Provides excellent motivators that are critical to employee retention.
- Provides employee with appreciation for their efforts and reinforces that their work is valuable.
- Contributes to the overall objectives and effective operations of the City of Vernon.
- Promotes good employee relations.
- Improves morale, and increases productivity.



## PROCEDURE

Employee submits a completed nomination form to the Department Head for approval. Upon approval, nomination package is submitted to Human Resources Department with any additional documentation (i.e. commendation, program certificate, letters of recognition, etc.) All submissions must be received by the 5th day of November for the annual recognition award. The selection committee will evaluate the submissions and provide the name of the winning candidate(s) to the City Administrator.

## RECOGNITION

For award recipients of:  
2 or less - a certificate presented by the City Council, one-day employee award leave, \$100 gift certificate, recognition at Employee Service Awards Dinner, Employee Informational Meetings, and highlighted in the Vernonite Employee Newsletter.

3-10 - a certificate presented by the City Council, two (2) movie tickets, choice of breakfast or luncheon, recognition at Employee Service Awards Dinner, Employee Informational Meetings, and highlighted in the Vernonite Employee Newsletter.

11 or more—a certificate presented by the City Council, choice of breakfast or luncheon, recognition at Employee Service Awards Dinner, Employee Informational Meetings, and highlight in the Vernonite Employee Newsletter.



## SELECTION CRITERIA

Nominations should provide examples of how the individual demonstrates skills and behaviors listed below. The selection committee will evaluate the nominees based on all or some of the below criteria for award categories in **Employee of the Year, Team Award, and Significant Cost-Savings Idea of the Year:**

- Exhibited excellence to public service and to serving the City of Vernon's, businesses, residents, customers and/or workforce. Evidence of excellence in service should be demonstrated by communication skills, problem solving, customer focus, and such people metrics as responsiveness, helpfulness, knowledge, courtesy and accessibility..
- Sustained excellence in productivity and consistent quality of work.
- Demonstrated high degree of initiative above and beyond the normal performance of responsibilities.
- Outstanding participation in the development of a program that has benefited the City (new procedure or process which effectively increased efficiency in operations, public service, or improves cost savings).
- Displayed outstanding leadership qualities through teamwork, promoting employee morale and cooperation and respectful treatment of others.

*Special thanks to the following employees who contributed their valuable input into the development of the VEEP Award on behalf of their respective departments:*

Veronica Avendano, Human Resources Department

Brian Byun, City Attorney's Office

Michael Busch, Fire Department

Todd Dusenberry, Vernon Gas & Electric

Lilia Hernandez, City Administration

Debbie Juarez, City Clerk

Lissette Melendez, Public Works, Water & Dev. Services

Lisette Michel, Human Resources Department

Hilda Moreno, Finance Department

Linda Smith, Health & Environmental Control

Roberto Sousa, Police Department

Michael Wilson, Fire Chief



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