

Agency Name
Transit Policies and Procedures

Subject	Employee Recognition & Awards
Section	Personnel
Effective Date	
Approved By	
Approval Date	

Purpose

Establish methods to publicly reward and recognize superior employee performance.

Definitions

Superior performance: High or extraordinary work often above and beyond what is required by the job duties.

Procedure

Develop a procedure to recognize superior employee performance by presenting them with recognition and/or awards. All recognition and awards should be presented at employee meetings. Suggested awards are as follows:

- Driver Safety Award: Awarded to drivers who log X miles without a reported accident or incident.
- Attendance Award: Awarded to employees who use less than X sick days in a calendar year.
- Courtesy Award: Awarded to drivers who perform X passenger pickups with no reported complaints.
- Outstanding Service Award: Awarded to employees who receive a positive passenger/customer comment.

Responsibilities

The Transit Director shall work with Supervisors to establish awards, ensure that award criteria are achievable, and present awards to deserving employees.