**Agency Name**

**Transit Policies and Procedures**

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| **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.