Guidelines for Employee Recognition Programs

Charlotte County encourages employee recognition. There are many great ways to do this formally and informally. Below are some ideas already occurring throughout the organization and department level.

**Organizational Recognition**
- Kudos Corner on Charlotte’s Web that transfers to the “Wall of Fame”
- Employee of the Month/Year
- Service Awards
- Administrative “Thank You” cards
- County Administrator’s weekly message
- Employee Appreciation events
- Commissioner’s Customer Service Award – given quarterly
- “Caught in the Act” awards (administrative drop-ins)
- Administrative days
- Team building event with a coach
- Departmental lunch
- Pay for performance, Individual Excellence awards, Team Excellence awards
- County-wide Charity event – pick 1 organization each year (i.e. Toys for Tots, Hands across Harbor, Relay for Life, Habitat for Humanity, Food Pantry collections)
- Customer Service “spotlight” in newsletter and CCTV – interviewed by PIO

**Departmental Recognition**
- “Way to Go” certificates
- Traveling trophy filled with goodies
- “Thank You” cards
- Department newsletter spotlight
- Birthday & Work Anniversary cards
- Positive development plans
- Staff meetings/small group meetings
- Appreciation events
- Department Orientation
- Mentoring
- Department employee of the week/month/quarter
- Team recognition
- Breakfast, lunch, etc.
- Longer lunch break

There are a multitude of recognition ideas available so departments should be encouraged to be creative (see attached “50 No/Low Cost Recognition Ideas”).
In addition, a cross-functional Employee Recognition Committee will be established to plan one (1) county-wide recognition event per year. A budget will be created for this event and the organizational recognition throughout the year. Attorney guidelines have been drafted to clarify the parameters of such recognition, which will be implemented by the committee.

The Employee Recognition Committee will also be encouraged to establish and lead a Departmental Recognition Committee to further encourage employee recognition throughout their department(s). Departmental recognition should be budgeted within each department, as appropriate.