



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 7, 2022

TO: All Parks and Recreation Employees

FROM: Andy Field, Director, Parks and Recreation

SUBJECT: Parks and Recreation Department Safety, Performance, and Productivity Award Program

This memorandum amends the Specialized Employee Award Program in accordance with Administrative regulation 95.91 Employee Rewards and Recognition. This reward program is intended to recognize exceptional employee performance in areas such as productivity, safety, loss prevention and public and/or customer service.

The review period for the award is from November to October of each year. The award will be documented with a memorandum and will include a \$50 dollars online retail gift card for all employees regardless of employment status who meet the criteria below.

BENEFITED AWARD CRITERIA

The performance standards to earn the Safety, Performance, and Productivity Recognition Award are defined by the following eligibility criteria:

- Employed as a benefited full-time, three-quarter-time or half-time employee by the Parks and Recreation Department for the entire review year
- Minimum of 1,500 actual hours worked for full-time, benefited employees, prorated for three quarter time (1,125 hours) part-time (750 hours), benefited employees, during review year (11/1 – 10/31) coded as Regular Working Time or any type of overtime. Employees who do not actually work the minimum number of hours are not eligible to receive the award, which includes employees who are out on any type of leave.
- Current Meets Standards performance
- No on-the-job preventable vehicle accident during review year
- No written discipline on file during the program review year
- No unapproved absence (Red K) during review year
- Working safely and productively during the review year

HOURLY NO-STANDARD HOURS AWARD CRITERIA

The performance standards to earn the Safety, Performance, and Productivity Recognition Award are defined by the following eligibility criteria:

- Employed as an hourly no standard hours employee by the Parks and Recreation Department for the entire review year
- Minimum of 400 hours worked for the Parks and Recreation Department during the review period (11/1 – 10/31) coded as Regular Working Time. Employees who do not actually work the minimum number of hours are not eligible to receive the award, which includes employees who are out on any type of leave.
- Current Meet Standards performance
- No on-the-job preventable vehicle accident during the review period
- No written discipline on file during the program review year
- Recommended by first and second level supervisors as:
 1. Covering assigned hours
 2. Willingly accepting additional hours and schedule adjustments, if requested
 3. Demonstrating a customer-service perspective
- Working safely and productively during the review year

Unclassified employees, including paid interns are not eligible to receive this award. Working safely and productively are among the most important aspects of employee performance. Being safe and productive is key to providing a positive and valuable experience to park patrons and visitors to the City of San Diego and following all safety rules, being productive and meeting performance standards.

If you have any questions, please contact your supervisor or payroll specialist.

Thank you,



Andy Field
Director

cc: Kristina Peralta, Deputy Chief Operating Officer
Rashida Jackson, Employee Engagement Program Coordinator, Human Resources
Tim Douglas, Acting President, AFSCME Local 127
Skyler Coburn-Mercure, Senior Labor Relations Officer, San Diego Municipal Employees Association