

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  EMPLOYEE REWARDS AND RECOGNITION PROGRAM	Number 95.91	Issue 10	Page 1 of 21
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1. PURPOSE

- 1.1. To establish a standardized criteria, guidelines and procedures for the City's *Rewards and Recognition (R&R) Program* to ensure consistency across Departments and allow flexibility to reflect their individual operational differences.
- 1.2. To set fourth guidelines for the establishment of a *Rewards and Recognition Selection Committee* for each Department, or Division.
- 1.3. To provide for criteria to continue specialized *Employee* award programs based on individual department or section goals in areas such as productivity, safety, loss prevention, and public and/or customer service.
- 1.4. This Administrative Regulation (A.R.) is authorized by the Council for the purpose of retaining highly valued *Employees*, by rewarding and encouraging those *Employees* who have performed exceptionally, and by motivating *Employees* to continue to provide a high-level of performance and service, which benefits the citizens of the City of San Diego.

2. SCOPE

- 2.1. This A.R. applies to all *Employees*, except for the *Employee of the Quarter* and *Employee of the Year* Awards, which only applies to classified represented, classified unrepresented, and San Diego Deputy City Attorneys Association (DCAA)-represented *Employees*. This A.R. does not apply to interns or provisional *Employees*.
- 2.2. All *R&R Programs* within this A.R. are optional with the exception of the *Employee of the Quarter*, *Employee of the Year* and *Employee Service Award* which are mandatory for all Mayoral and Non-Mayoral departments.

3. DEFINITIONS

- 3.1. *Appointing Authority Program* – a Program to recognize an *Employee(s)* who demonstrates extraordinary job performance, and who has made a significant positive contribution to the City. *Appointing Authorities* (Deputy Director or above), may award any *Employee* within his/her Department, Division.

(Supersedes Administrative Regulation 95.91, Issue 9, dated February 1, 2021)

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Authorized

Signature on File  
CHIEF OPERATING OFFICER

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- 3.2. Commendations – a tool to recognize and reward *Employees* performing duties or extra duties in a meritorious manner may be recognized by Appointing Authorities or Supervisors with a written commendation which shall be a part of the *Employee’s* Personnel File.
- 3.3. Designated Employee Group – a group of approximately 150 *Employees* who are combined in a work unit for purposes of awarding *Employee of the Quarter* and *Employee of the Year*.
- 3.4. Discretionary Leave (DL) – a tool to recognize and reward instances of exceptional performance, all *Employees* shall be eligible for up to twenty-four (24) hours of *DL*, per instance, for exceptional performance on a project, assignment or overall outstanding performance.
- 3.5. Employee – for purposes of this A.R. is an *Employee* eligible to receive a reward or recognition consistent with the Standard Criteria and Eligibility Criteria set forth in this A.R. *Employee* does not include interns (paid or unpaid) or provisional employees. Interns and provisional are excluding from this AR. Non-standard hour, half-time, and three-fourth time *Employees* are eligible for any of the *R&R Programs* on a pro-rated basis as identified under the Program.
- 3.6. Employee of the Quarter Program (EOQ) – a Program to recognize a Department *Employee* who excels in providing extraordinary job performance, and who has made a significant positive contribution to the City during the previous three (3) month period.
- 3.7. Employee of the Year Program (Department) (EOY-Department) - a Program to annually recognize *Employee(s)* from each City Department who have gone above and beyond their normal job duties and have excelled in all areas of job performance for the previous twelve (12) months. The recipient of the *Employee of the Year* does not need to have been a recipient of the *Employee of the Quarter* to be eligible for this award.
- 3.8. Employee Service Award Program – a Program to recognize and express appreciation to *Employees* for their total length of service to the City in increments of five (5) years.
- 3.9. Exceptional Merit Cash Payments Program – a Program to recognize and reward *Employees* for exceptional performance in their classification of employment. This award may be given to an *Employee* for *Exceptional Sustained Performance* or for *Exceptional Performance on a Project or Assignment*.

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- 3.9.1. Exceptional Sustained Performance – *Employees* whose performance exceeds the standards for their position to an exceptional degree over a substantial rating period, usually one year, may be nominated for a cash award. Appointing authorities nominating an *Employee* under this action must clearly document how the *Employee's* performance has exceeded the performance standards for the *Employee's* classification to an exceptional degree. Normally, the Annual Performance Report serves as documentation.
- 3.9.2. Exceptional Performance on a Project or Assignment - *Employees* who complete a project, assignment, or set of assignments in an exceptional manner may be nominated by appointing authorities for a cash award. Such nominations must be accompanied by documentation clearly setting forth the nature of the project or assignment(s) and in what manner the *Employee's* performance was exceptional in completing the project or assignment(s).
- 3.10. Peer-to-Peer Award Program – a Program to recognize *Employees* for a job well-done based on peer nominations. This award is a way to say “Thank You” to fellow *Employees* for assisting with a work-related project, event, etc.
- 3.11. Rewards and Recognition Department Liaison (R&R Liaison) – an *Employee* designated by the Department, or Division, Appointing Authority to assist in overseeing the participation and delivery of the *R&R Programs*. The *R&R Liaison* assists in ordering R&R merchandise from the selected City *R&R* vendor. The *R&R Liaison* also monitors the usage of the Department, or Division R&R funds.
- 3.12. Rewards and Recognition (R&R) Program – the Programs identified within this A.R. are collectively referred to as the *Rewards and Recognition (R&R) Program*.
- 3.13. Rewards and Recognition Selection Committee – a group of *Employees* selected by the Department, or Division Appointing Authority which will include, at a minimum, the Department, Division, Appointing Authority or designee, and a representative from each of the applicable recognized *Employee* organizations of that Department or , Division, to determine the awardee(s) under the various Programs of this A.R.
- 3.14. Specialized Employee Award Program – a Program unique to a specific Department that is used to recognize exceptional *Employee* performance in areas such as productivity, safety, loss prevention, and public and/or customer service.
- 3.15. Supervisor Level Rewards and Recognition Program – a Program for an

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*Employee's* supervisor to recognize an *Employee* who excels in providing extraordinary job performance and who has made a significant positive contribution to the City.

4. POLICY

- 4.1. The *Rewards and Recognition Programs* are intended to offer positive reinforcement to *Employees* for their exceptional performance, for going above and beyond, to recognize exceptional customer service and to encourage a positive and more efficient work environment.
- 4.2. All *Rewards and Recognition Program* awards must include a memorandum or certificate that is included in the *Employee's* Department Personnel File and communicated to their respective Appointing Authority. See *R&R* templates on [Citynet](#).
- 4.3. All recommended rewards and recognition schedules are based on a fiscal year.
- 4.4. This A.R. does not apply to, or affect, Exceptional Merit Increases. See Personnel Manual Index Code Section H-8 for information on Exceptional Merit Increases.
- 4.5. Under the *Rewards and Recognition Program* an *Employee* may receive monetary awards up to a maximum of \$2,000 gross amount in a fiscal year per *Employee*.
  - 4.5.1. With the exception of *Discretionary Leave (DL)* days, awards are not considered "compensation" for purposes of the City's defined benefit pension plan (SDCERS), Supplemental Pension Savings Plan (SPSP), or Supplemental Pension Savings Plan- H (SPSP-H). You will not pay retirement contributions based on award amounts, and award amounts will not increase your retirement benefits. The pay you receive for a *DL* day is included in compensation under SDCERS, SPSP and SPSP-H.
  - 4.5.2. All monetary award amounts noted in this A.R. are subject to applicable state and federal taxes. This includes any cash gift card, gift certificates, (e.g. department store, online retailer, etc). A monetary award provided to *Employees* regardless of the amount should be considered taxable income and included in *Employee* wages.

Besides *DLs*, non-monetary awards under \$25.00, that do not have a cash transfer value, such as movie tickets, meals, plaques and gifts are not taxable. Staples merchandise or other selected vendors for *R&R* merchandise, are not taxable. *R&R* funds used for meals are to be purchased for the *Employee(s)* being recognized only and are not to be used for Department/Division events unless all *Employees* are being

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recognized.

4.5.3. Departments or Divisions, may select non-monetary awards such as *R&R* merchandise, when available from the selected City *R&R* vendor. The merchandise can be utilized as a tool to reward or recognize under one of the *R&R Programs*. Departments, or Divisions must follow the proper procedure for ordering these merchandise during the designated period. Contact your *R&R Liaison* for more information. The *R&R Liaison* or employee responsible for accounts payable must ensure payment for *R&R* merchandise received is processed promptly.

4.5.4. All *R&R* funds utilized for the purpose of awarding *Employees*, must only be used for the *Employee* being recognized. No *R&R* funds should be used for Department or Division events unless all *Employees* are being recognized and proper documentation is provided for each *Employee receiving the award*.

4.6. Procedure –

4.6.1. For any *Rewards and Recognition Program* award identified in this A.R. that an *Employee* would receive a gift card or gift certificate for, the following procedure must be followed:

- a. Gifts/Monetary Awards provided to *Employees* must be reported as gross income to the *Employee*, included in the *Employee's* income for tax reporting purposes and are subject to withholding for State and federal income and Medicare taxes. Because gift cards and certificates are considered “cash” equivalents and treated as taxable income, Departments must send the following information to the Department of Finance via an Excel spreadsheet two weeks before the Appointing Authority distributes the gift card or certificate:
  - i. PERNR;
  - ii. Employee Name; and
  - iii. Dollar amount of certificate or gift card

4.7. Departments may continue current *Rewards and Recognition Programs* if they adhere to the standardized award amounts, Standard Criteria in Section 4.12 below, and Eligibility Criteria for each Program, if applicable.

4.8. All Mayoral and Non-Mayoral Departments are required to participate in the following three Programs: *Employee of the Quarter*, *Employee of the Year*, and *Employee Service Award Programs*. Non-Mayoral Departments are encouraged to participate in all other *Rewards and Recognition Programs* as well. All Departments/Divisions are encouraged to utilize the other *Rewards and*

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*Recognition Programs* as the Department/Division operational needs allow.

- 4.9. The Police and Fire-Rescue Departments have *Rewards and Recognition Programs* that are unique to their Departments because of the safety and service oriented nature of their work. Therefore, these Departments will have programs that are not similar to this citywide Program.
- 4.10. *Discretionary Leave* is a tool for rewarding and recognizing *Employees* under the *Rewards and Recognition Programs* and has the following limitations:
- 4.10.1. Will be pro-rated for non-standard hour, half-time, and three-fourth time *Employees*;
- 4.10.2. Expires within twelve months of issuance;
- 4.10.3. Has no monetary value;
- 4.10.4. Will be forfeited upon separation of employment;
- 4.10.5. May be granted in one hour increments up to a maximum of 24 hours, per instance;
- 4.10.6. Must be used in accordance with *Employee's* Department/Division leave procedures; and
- 4.10.7. There is no limit on the total number of *DL* hours an *Employee* may accrue in a fiscal year. It is the responsibility of Department Appointing Authority and/or Supervisors to monitor the issuance of *DL* hours to *Employees* and award responsibly, consistently and fairly within the Department.
- 4.11. The monetary amounts outlined in this A.R. are subject to reduction or elimination based on fiscal considerations. Funding amounts will be verified at the commencement of the budget cycle each fiscal year and are contingent upon Mayoral approval.
- 4.12. Standard Criteria –
- In keeping with the goals to maintain consistency and fairness, for any *Employee* to be eligible for an award or recognition under this Program, the *Employee* must have been with their department for a minimum of six (6) months, received no disciplinary action with the last twelve (12) months, and have exhibited for example, but not limited to, the following Standard Criteria below, in addition to the specific eligibility criteria for the applicable award or recognition:

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- 4.12.1. Exceptional Work Performance,
- 4.12.2. Customer Service,
- 4.12.3. Professionalism,
- 4.12.4. Cooperativeness,
- 4.12.5. Adherence to work schedule, availability, and attendance, and
- 4.12.6. Dedication.

5. CRITERIA AND PROCEDURE FOR REWARDS AND RECOGNITION PROGRAMS

All *Employees* who receive any reward or recognition under this A.R. must satisfy the eligibility criteria for each of the Programs identified below:

5.1. *Appointing Authority Program*

5.1.1. Eligibility Criteria –

All nominees for the *Appointing Authority Program* must meet the following eligibility criteria:

- a. All *City Employees* are eligible;
- b. *Employee* must have “meets standards” on all performance evaluations in the previous year;
- c. *Employee must* have no written disciplinary actions during the previous twelve (12) months; and
- d. *Employee* must be in the awarding Appointing Authority’s Department or Division at the time of the award.

5.1.2. Procedure –

- a. An Appointing Authority (Deputy Director or higher) may award an *Employee* at his/her discretion by writing a memorandum to the recipient describing the reason that the *Employee* or team deserves the award. The memorandum is only required when the reward is for a monetary award regardless of the amount. Awards may be given at any time during the fiscal year;
- b. If awarded to a team of *Employees*, each *Employee* on the team must meet the eligibility criteria to be eligible for the award; and
- c. A copy of the memorandum provided to the *Employee* for an award shall be placed in the *Employee’s* file.

5.2. *Employee of the Quarter Program*

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5.2.1. Eligibility Criteria –

All nominees for the *Employee of the Quarter Program* must meet the following eligibility criteria:

- a. All classified represented, classified unrepresented, and DCAA-represented *Employees*. This includes non-standard hourly, half-time, and three-fourth time *Employees*;
- b. *Employee* must have “meets standards” on all performance evaluations in the previous year;
- c. *Employee* must have no written disciplinary actions during the previous twelve (12) months;
- d. *Employee* must have been in the Department for a minimum of six (6) months, at the time of nomination; and
- e. *Employee* must demonstrate sustained high-quality work performance during the entire nomination period. Isolated, short term projects done exceptionally well can be used as some of the basis to support this nomination, however, this award should be given to *Employees* who display and maintain both long term and a sustained high level of work performance.

5.2.2. Procedure –

- a. *Employees* may be nominated by their co-workers, Department/Division/City Branch management, or any of the City’s stakeholders;
- b. *Employees* cannot nominate themselves, for any award;
- c. Nominations may be submitted by completing the [Employee of the Quarter Nomination Form](#), and submitting that Form to Department *R&R Liaison*;
- d. No *Employee* may be awarded the *Employee of the Quarter* more than once per fiscal year;
- e. For large Departments/Divisions, one award per 150 *Employees* or per division is recommended, but the number of awards that can be given is at the discretion of the Appointing Authority and should be consistently provided each fiscal year;
- f. For small Departments/Divisions, the *Selection Committee* of the *Designated Employee Group* will nominate one *Employee* for *Employee of the Quarter*;
- g. *Employees* who are on the *Selection Committee* should recuse themselves from the voting process if they are one of the nominees of provided a nomination;
- h. After the *Selection Committee* has evaluated the nominees submitted, upon their selection, the *Selection Committee* must complete the required box on the form, indicating the *Employee* was the *Selection Committee’s* choice and return the form to their Department *R&R Liaison*. The *R&R Liaison* will forward the form



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to the Appointing Authority for final department review and approval;

- i. The Appointing Authority must review and approve the nominee selected by the *Selection Committee* and confirm that the *Employee* meets the required criteria of the Program;
- j. Upon Department Appointing Authority approval of the nomination, the form is sent to the Human Resources Department at [HumanResources@san\\_diego.gov](mailto:HumanResources@san_diego.gov) for HR review; and
- k. After the final review by HR, the nomination form is returned to the Department *R&R Liaison*, for processing through the Department Payroll.

5.2.3. The *Employee of the Quarter* award will be given during each fiscal quarter (Quarter 1 - July to September, Quarter 2 – October to December, Quarter 3 – January to March, and Quarter 4 – April to June).

- a. Nominations are accepted through the last day of the quarter; and
- b. The recipient of the award must be informed of their award on the 15th day following the close of the quarter (or the weekday closest to this date).

5.2.4. The selected Employee of the Quarter must receive the following award and recognitions:

- a. Full-time Employee:
  - i. 8, 9 or 10 hours of Discretionary Leave (equivalent to an Employee's work day, but not to exceed 10 hours); \$300.00 cash award;
- b. Three-Fourth Time Employee:
  - i. 6 hours of Discretionary Leave and \$200.00 cash award; and
- c. Half-Time Employee:
  - i. 4 hours of Discretionary Leave and \$150.00 cash award;
- d. Non-Standard Hourly/*Employee*:
  - i. 2 hours of Discretionary Leave and \$75.00 cash award .
- e. It is recommended that the Department/Division announce the selected recipient(s) through a Department/Division communication.

5.3. *Employee of the Year (EOY) Award Program (Department and Citywide)*

5.3.1. Eligibility Criteria –

All nominees for the *Employee of the Year Program* must meet the following eligibility criteria:

- a. All classified represented, classified unrepresented, and DCAA-represented *Employees*;

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- b. Employees receiving an award do not need to be a recipient of the *Employee of the Quarter*, but must meet all criteria of the *Employee of the Year*;
- c. *Employee* must have demonstrated ongoing exceptional work performance in all aspects of his/her job requirements and must have gone above and beyond the requirements of the job;
- d. The *Employee* must not have received any written discipline during the previous twelve (12) months for which the award is being given; and
- e. *Employee* must have been in the Department for the previous twelve (12) months.

5.3.2. Procedure –

- a. *Employees* may be nominated by their co-workers, Department/Division management, or any of the City’s stakeholders;
- b. Nominations may be submitted by completing the [Employee of the Year Nomination Form](#), and submitting that form to any member of the *Selection Committee* or *R&R Liaison*;
- c. *Employees* cannot nominate themselves; and
- d. The *Selection Committee* for Department or Division will select a minimum of one *Employee* for *Employee of the Year*. Selection of additional awardees is at the discretion of the Department Director.

5.3.3. The selected *Employee of the Year (EOY) Department* ) must receive the following award: (Department may also give additional awards per the *Rewards and Recognition Programs Matrix*, Attachment 1)

- a. Full-time *Employee*
  - i. Twenty-four (24) hours of Discretionary Leave; and \$500.00 cash award.
- b. Three-Fourth Time *Employee*:
  - i. Sixteen (16) hours of Discretionary Leave; and \$375.00 cash award.
- c. Hourly/part-time/seasonal *Employee*
  - i. Eight (8) hours of Discretionary Leave and \$250.00 cash award.

5.3.4 In order to be eligible for the *Employee of the Year (Citywide)*, an *Employee* must have been selected as the *Employee of the Year (Department)* in the same fiscal year.

5.3.5. The Human Resource Department will compile all the selected nominations for the *Employee of the Year (Department)* and provided to the Citywide *Selection Committee* for the Citywide *Employee of the Year* selection.

5.3.6 At a minimum, the selected *Employee of the Year (Citywide)* recipient

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must receive the following award: (Department may also give additional awards per the Rewards and Recognition Programs Matrix, Attachment 1)

- a. A \$1,000.00 cash award.

5.4. *Employee Service Award Program*

5.4.1. Eligibility Criteria –

All *Employees* eligible for the *Employee Service Award Program* must meet the following eligibility criteria:

- a. *Employee* must be a current City *Employee* (Standard Criteria, Section 4.12, does not apply); and
- b. *Employee* must have completed an increment of five (5) years of service in order to receive this Award.

5.4.2. Procedure –

- a. It is required that departments recognize *Employees* when they have reached five years of services and every five years afterward;
- b. It is the responsibility of the Department's payroll staff to notify, in a timely manner, all eligible *Employees* and Department/Division management that the employee has reached a 5-year increment;
- c. At the completion of each five-year period of service, City *Employees* shall be presented with service awards in appreciation for their years of service and Discretionary Leave hours allocated, according to their years of service as indicated below in section 5.4.3;
- d. These awards shall be presented by the *Employee's* Department;
- e. Upon receipt of the service award listing, the Department/Division may order awards from Central Stores;
- f. Brochures containing Service Award Program informational and award selections are available through Central Stores. The type of presentation ceremony is left to the discretion of the Department/Division head; and
- g. Presentations should, however, be made in a timely manner and at least by a person of the Division head level.

5.4.3. The *Employee* being recognized under this Program will receive the following Discretionary Leave (DL) hours based on years of service and employment status:

- a. Five (5) years:
  - i. Full-Time *Employee*: 8 hours;
  - ii. Three-Fourth Time *Employee*: 6 hours;
  - iii. Half-Time *Employee*: 4 hours;
  - iv. Non-Standard Hourly *Employee*: 2 hours.
- b. Ten (10) years:

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- i. Full-Time *Employee*: 16 hours;
  - ii. Three-Fourth Time *Employee*: 12 hours;
  - iii. Half-Time *Employee*: 8 hours;
  - iv. Non-Standard Hourly *Employee*: 4 hours.
- c. Fifteen (15) years:
  - i. Full-Time *Employee*: 24 hours;
  - ii. Three-Fourth Time *Employee*: 16 hours;
  - iii. Half -Time *Employee*: 12 hours;
  - iv. Non-Standard Hourly *Employee*: 6 hours.
- d. Twenty (20) years and every five-year increment after:
  - i. Full-Time *Employee*: 24 hours;
  - ii. Three-fourth Time *Employee*: 16 hours;
  - iii. Half-Time *Employees*: 12 hours;
  - iv. Non-Standard Hourly *Employee*: 6 hours.
- e. No *Employee* shall receive more than 24 hours of *DL* for years of service. The limits for Full-Time, Three-Fourth Time, Half-Time and Non-Standard Hour *Employees* are listed above, and *Employees* may not exceed those hours.

5.5. *Peer -to-Peer Program*

5.5.1. Eligibility Criteria-

All nominees for the *Peer-to-Peer Program* must meet the following eligibility criteria:

- a. All City *Employees*, excluding interns and provisional; and
- b. A limit of one award item ranging from \$0 - \$25. (e.g. gift cards, movie tickets, *R&R* merchandise, etc.) per *Employee*, per fiscal year quarter.

5.5.2. Procedure for Nominations -

- a. Made by *Employees* to other co-workers or to a supervisor;
- b. Must be based on work-related activities;
- c. Each nominated *Employee*'s name is placed in a centrally located box (locked) with information on the nominator, nominee and the work-related activity that was conducted;
- d. Each quarter the nominations will be reviewed by the Department's Selection Committee to ensure all nominations are substantive work-related contributions; and
- e. Up to five awards per quarter per Department will be selected by the Department Selection Committee via a random drawing of those eligible work-related activities, depending upon the number of nominations and/or the number of *Employees* in the Department.

5.6. *Supervisor Level Rewards and Recognition*

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5.6.1. Eligibility Criteria –

All nominees for the *Supervisor Level Rewards and Recognition Program* must meet the following eligibility criteria:

- a. All classified represented, classified unrepresented, and DCAA-represented *Employees*;
- b. *The Employee* must have been in the Department for a minimum of six months;
- c. *The Employee* must have “meets standards” on all performance evaluations in the previous year; and
- d. *Employee* must have no written discipline during the previous six months.

5.6.2. Procedure –

- a. The reward should be given immediately by the Supervisor after the event that gave rise to the recognition or within two (2) weeks of exceptional performance, if possible.

5.7 *Exceptional Merit Cash Payments Program*

5.7.1. Eligibility Criteria –

All nominees for the *Exceptional Merit Cash Payments Program* must meet the following eligibility criteria:

- a. An *Employee* could be eligible under both *Exceptional Sustained Performance* and *Exceptional Performance on a Project or Assignment Basis*, but in no event shall a single *Employee* receive a merit cash awards totaling more than \$1,000.00 gross amount in any fiscal year;
- b. Classified *Employees* must be at E step of their job classification. Classified *Employees* who are not at E step but would otherwise be recommended for an Exceptional Merit Cash Payment, should be considered for an Exceptional Merit Increase (See Personnel Index Code H-8); and
- c. Unclassified *Employees* may be anywhere within their salary ranges.

5.7.2. Procedure -

- a. Awards amounts of \$250.00, \$500.00, \$750.00, or \$1,000.00, before taxes, will be given unless a different amount is provided in a Specialized *Employee Award Program*. An *Employee* shall not be given a merit cash awards totaling more than a gross amount of \$1,000.00 during any fiscal year;
- b. *Employees* may qualify for a cash award on the basis of *Exceptional Sustained Performance* and/or *Exceptional*

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*Performance on a Project or Assignment;*

- c. Appointing Authorities nominating an *Employee* under this action must clearly document how the *Employee's* performance has exceeded the performance standards for the *Employee's* class to an exceptional degree. Normally, the Annual Performance Report serves as documentation; and
- d. Cash Merit Award Process Requirements -  
Because merit cash awards are considered taxable income and are an "out of cycle" form of payment, Departments must send the following information to Department of Finance Payroll Office via an excel spreadsheet two weeks prior to distribution from the Appointing Authority:
  - i. PERNR;
  - ii. *Employee* Name; and
  - iii. Gross award amount.

5.8. *Specialized Employee Award Program*

5.8.1. Eligibility Criteria –

All nominees for the *Specialized Employee Award Program* must meet the following eligibility criteria:

- a. *Employee* must be a current City *Employee*.

5.8.2. Procedure -

- a. All *Specialized Employee Award Programs* established to recognize exceptional *Employee* performance in areas such as productivity, safety, loss prevention and public and/or customer service shall be approved by the Appointing Authority. Approved programs providing for *Specialized Employee Awards* shall be filed with the Human Resources Department.

6. RESPONSIBILITY

6.1. All City *Employees*, Officers, Elected Officials,

- 6.1.1. Encouraged to acknowledge outstanding performance and customer service by City *Employees*.

6.2. Supervisor

- 6.2.1. Ensures that exceptional performance that goes above and beyond normal job duties is recognized and shared with the Department/Division *Rewards and Recognition Selection Committee* for evaluation.

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6.2.2. Ensures rewards and recognitions are noted in the *Employee's* Department Personnel File in a timely manner.

6.3. Department/Division Head

6.3.1. Ensures that the standardized *Rewards and Recognition Programs* are followed and that the Department/Division is fair and consistent in the allocation/implementation of the all awards and recognitions.

6.3.2. Notifies the Human Resource Department regarding the selection of the *Employee of the Quarter* and *Employee of the Year*.

6.3.3. Ensure that the information required to generate a gift card or gift certificate as outlined in Section 4.6.1. of this A.R. is sent to Department of Finance Payroll via an Excel spreadsheet two weeks prior to the distribution from the Appointing Authority.

6.3.4. Ensure that *Employees* are notified in advance of any taxable awards they may be eligible for as a result of the *Rewards and Recognition Programs*.

6.4. Department of Finance

6.4.1. Ensure that *Employees* are taxed appropriately based on the award they are given as a result of the *Rewards and Recognition Programs*.

6.4.2. Sets-up a method of payment for reward or recognition cash payment.

6.5. *Rewards and Recognition Selection Committee*

6.5.1. Ensures that the Standardized Criteria in Section 4.12 of this A.R. and Award specific criteria for the applicable *Rewards and Recognition Programs* are followed by their respective Department/Division and assist in the selection of *Employee of the Quarter* and *Employee of the Year*.

6.6. *Rewards and Recognition Liaison*

6.6.1 Ensures that Department *Employees* and Management are informed and kept up to date with any R&R news, nomination deadlines, nomination submittals, R&R programs within the A.R. and ensure available funds are communicated and used responsively.

6.6.2. The Liaison duties may be performed by any position volunteering in the Department and approved by the Department Director.

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6.6.3. The responsibility may be rotated annually, or as needed, to ensure all interested employees are afforded the opportunity and learning experience to interact with various stakeholders, provide their input, and represent their department.

6.7. Human Resources Department

6.7.1. Ensures that all Departments/Divisions or *Designated Employee Group* awards an *Employee of the Quarter* and *Employee of the Year* per this Administrative Regulation.

6.7.2. Ensures that all Department/Divisions are kept informed of any changes, updates or modification to this A.R.

6.8. Corporate Partnerships and Development

6.8.1. Contacts vendors and sponsors who may be interested in sponsoring Citywide Rewards and Recognition events or awards.



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APPENDIX

Legal References

[Administrative Regulation 95.40, In-Town Reimbursable Expense Policy](#)

Personnel Manual, Index Code H-8 – Step Increases

[Memoranda of Understanding \(MOUs\)](#)

Forms

Rewards and Recognitions Programs Matrix

Attachment 1 - *Employee* of the Quarter/Year by Branch Nomination Form

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Rewards and Recognition Program

[Exceptional Merit Cash Payment](#)

Administering Department

Human Resources Department

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**ATTACHMENT 1 – REWARDS AND RECOGNITIONS PROGRAMS MATRIX**

**Please refer to the text of this Administrative Regulation for specifics about each Program.**

Program	Description	Rewards and Recognition Options (unless noted as required)
<b>Appointing Authority Program</b> (See Section 5.1. of AR)	To recognize an employee(s) who demonstrates extraordinary job performance, and who has made a significant positive contribution to the city.	<ul style="list-style-type: none"> <li>• Discretionary Leave of up to twenty-four (24) hours (subject to DL limitations in this AR)</li> <li>• Exceptional Merit Cash Payment (up to \$1,000)</li> <li>• Exceptional Merit Increase (per Personnel Regulation requirements)</li> <li>• “Director of the Day” (to provide opportunity to job shadow the Director or Deputy Director and learn leadership skills)</li> <li>• Discretionary Training (to provide opportunity to enhance job knowledge and skills, up to \$1000)</li> <li>• Other awards valued at \$50 or less may be used, as follows: <ul style="list-style-type: none"> <li>• Department Commemorative Coins</li> <li>• Merchandise from City R&amp;R vendor</li> <li>• Certificate of Recognition</li> <li>• Handwritten “thank you” notes</li> <li>• Lunch with the Director</li> <li>• Highlight in department newsletter.</li> <li>• Proclaiming a day in honor of the Employee of the Year by Branch</li> </ul> </li> </ul>
<b>Employee of the Quarter</b> (See Section 5.2. of AR) <b>Participation required</b>	To recognize a department employee who excels in providing extraordinary job performance, and who has made a significant positive contribution to the city during the previous three (3) month period	<ul style="list-style-type: none"> <li>• Full-time: eight (8), nine (9), ten (10) hours (subject to DL limitations in this AR) and,</li> <li>• A check in the amount of \$300 – required One (1) day of Discretionary Leave required</li> <li>• Three-Fourth Time <i>Employee</i>: 6 hours of DL and \$200.00 cash award.</li> <li>• Half-time Employee: 4 hours of DL and \$150.00 cash award.</li> <li>• Non-Standard Hourly <i>Employee</i>: 2 hours of DL and \$75.00 cash award</li> <li>• A Plaque and Letter of Commendation from the Director, presented at a Quarterly Staff</li> </ul>

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		<p>meeting</p> <ul style="list-style-type: none"> <li>Employee of the Quarter's picture posted in a common area</li> <li>Breakfast/Lunch with the Director.</li> </ul>
<p><b>Employee of the Year</b> (See Section 5.3 of AR) <b>Participation required</b></p>	<p>To annually recognize City employees from various City Departments who have gone above and beyond their normal job duties and have excelled in all areas of job performance for the previous twelve (12) months.</p>	<ul style="list-style-type: none"> <li>A check in the amount of \$500 required;</li> <li>Full-time - eight (8), nine (9), ten (10) hours Twenty-four (24) hours of discretionary leave (subject to DL limitations in this AR) f</li> <li>Three-Fourth Time (16) hours of discretionary leave \$375.00</li> <li>Hourly/part-time/seasonal employees - \$250 and eight (8) hours of discretionary leave (subject to DL limitations in this AR) - required</li> <li>A Plaque and Letter of Commendation from the Director, presented at a the next available Staff meeting</li> <li>Employee of the Year picture posted in a common area</li> <li>Employee of the Year would be recognized soon after the end of the fiscal year</li> </ul>
<p><b>Citywide Employee of the Year</b> (See Section 5.4.4. of AR) <b>Participation Required</b></p>	<p>To annually recognize City employees who have gone above and beyond their normal job duties and have excelled in all areas of job performance for the previous twelve (12) months.</p>	<ul style="list-style-type: none"> <li>A check in the amount of \$1,000 – required</li> <li>Recognition plaque (which is in addition to the Departmental EOY award</li> <li>Video message from the COO via Internal Communications to all city employees recognizing the Employee of the Year Recipient</li> <li>Recognition by the Mayor or “congratulations video” on City TV and Citynet website or</li> <li>Receipt of City Council Proclamation at a Council meeting</li> </ul>
<p><b>Employee Service Award</b> (See Section 5.4. of AR)</p>	<p>The purpose is to establish an Employee Service Award Program designed to recognize and express appreciation to employees for their total length of service to</p>	<ul style="list-style-type: none"> <li>Acknowledgement by department management at a department-wide meeting</li> <li>Receive commemorative pin unique to the year of service</li> <li>Discretionary Leave (DL) (subject to DL limitations in this AR) <ul style="list-style-type: none"> <li>o Five (5) Years: eight (8) hours</li> </ul> </li> </ul>

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	the city.	<ul style="list-style-type: none"> <li>o Ten (10) Years: sixteen (16) hours</li> <li>o Fifteen (15) Years: twenty-four (24) hours</li> <li>o Twenty (20) Years and each five (5) Years thereafter: twenty-four (24) hours</li> <li>o No Employee shall be granted more than twenty-four (24) DL after Twenty (20) years</li> <li>o Non-Standard Hourly, Three-quarter, Half-Time employees will receive a prorated amount of DL</li> <li>o Entertainment passes (if available)</li> </ul>
<b>Peer-to-Peer Award</b> (See Section 5.5 of AR)	To recognize City employees for a job well done, for assisting with a work related project or event, etc.	<ul style="list-style-type: none"> <li>• Awards ranging from \$0-\$25</li> <li>• Casual week</li> <li>• Local entertainment based gift card</li> <li>• Movie tickets</li> <li>• Merchandise from City R&amp;R vendor etc.</li> </ul>
<b>Supervisor Level Award</b> (See Section 5.6. of AR)	To recognize an employee who excels in providing extraordinary job performance and who has made a significant positive contribution to the city.	<ul style="list-style-type: none"> <li>• Discretionary Leave Bucks up to four (4) hours (subject to DL limitations in this AR)</li> <li>• Informal “praise grams” to individual employees or work groups</li> <li>• Reimburse parking and/or TAP payments</li> <li>• Gift cards (up to \$25)</li> <li>• Offer lunch with the supervisor</li> <li>• City or Department branded items</li> <li>• Guest of honor at department breakfasts, ice cream socials, or BBQs</li> <li>• Merchandise from City R&amp;R vendor</li> </ul>
<b>Specialized Employee Award Programs</b> (See Section 5.8 of AR)	To recognize exceptional <i>Employee(s)</i> performance in areas such as productivity, safety, loss prevention and public and/or customer service	<ul style="list-style-type: none"> <li>• Unique approved programs, must be filed with the Human Resources Department</li> </ul>