

Board of County Commissioners Leon County, Florida

Policy No. 14-4

Title:	Employee I ² (Innovator/Inspirator) Program
Date Adopted:	May 22, 2018
Effective Date:	May 22, 2018
Reference:	N/A
Policy Superseded:	Policy No. 14-4 “Employee I ² (Innovator/Inspirator) Award Program” adopted July 8, 2014

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 14-4 entitled “Employee I² (Innovator/Inspirator) Award Program” adopted by the Board of County Commissioners on July 8, 2014, is hereby amended, and a revised policy entitled “Employee I² (Innovator/Inspirator) Program” is adopted in its place, to wit:

1. **Purpose.** The Employee I² Program shall serve as a catalyst for innovative, employee-led, and cross-departmental improvements which reinforce Leon County’s Core Practices in the workplace and the County’s relevance in the community.
2. **Scope.** County Administration shall develop a process to fulfill the purpose of the program to be executed by a committee appointed by the County Administrator.
3. **Employee I² Awards.** Employee I² Awards shall serve as Leon County’s employee award program to recognize employee-led innovative and inspirational projects which are reflective of Leon County’s Core Practices as follows:
 - Delivering the “Wow” factor in Customer Service
 - Connecting with Citizens
 - Demonstrating Highest Standards of Public Service
 - Accepting Accountability
 - Exhibiting Respect
 - Employing Team Approach
 - Exercising Responsible Stewardship of the Community’s Resources
 - Fulfilling the “People Focused. Performance Driven” Culture
 - a. **Eligibility for Participation:** In general, all full-time and part-time employees of Leon County Government are eligible for participation in the Employee I² Awards/ Program, including persons who work for a combined City of Tallahassee/Leon County Agency, such as the Office of Economic Vitality. Executive Team members, as identified by the County Administrator, are not eligible to participate as a nominee or as an awardee unless granted an exception by the County Administrator. The County Administrator may exclude additional employees from participating as a nominee or as an awardee to guard against conflicts of interest.

- b. **Project Criteria:** The Employee I² Award Program shall consist of two separate project categories, (1) Inspirator Award and (2) Innovator Award, for which nominations shall be submitted. Nominations shall be evaluated based on the criteria of the project category in which the nomination is submitted. The evaluation criteria of each project category shall be established by the County Administrator which may include, but is not limited to, the following:
1. **Inspirator Awards:** Employee-led projects that inspire others and promote the “People Focused. Performance Driven.” organizational culture by:
 - Reinforcing Leon County’s Core Practices in the workplace;
 - Raising the public’s awareness of Leon County’s community relevance.
 - Providing a creative and innovative approach to enhancing performance and service delivery;
 - Reflecting the County’s commitment to exceeding expectations in the community or beyond daily responsibilities in the workplace; and
 - Promoting a sense of community among the organization and/or department by uniting employees toward a common goal.
 2. **Innovator Awards:** Employee-led projects that focus on increasing the quality, quantity, timeliness, or efficiency by which Leon County’s services or products are delivered by:
 - Increasing the quality, quantity, timeliness, or efficiency by which Leon County’s services or products are delivered;
 - Providing measurable cost savings in the County’s delivery of services or products;
 - Reflecting responsible stewardship of the community’s resources;
 - Employing an innovative application of technology or service delivery processes; and
 - Providing significant and measureable performance improvements or program enhancements which result in cost savings for the County.
- c. **Evaluation:** As appointed by the County Administrator, a committee shall be responsible for the evaluation of project nominations, based on the established criteria, to determine the award level category and amount to be presented. Prior to committee evaluation, nominations shall be submitted by an Executive Team member, who has knowledge of the project, to ensure completion, accuracy, and applicability of project nomination forms. Upon review and approval by an Executive Team member, nominations shall be submitted to Human Resources to coordinate transmittal of nominations to the appointed committee for final evaluation.

The County Administrator may assign the committee additional tasks that support the intended purpose of the Employee I² Program.

Employee or Team of the Year: All nominees awarded with an I² Award will be eligible for consideration of the Employee or Team of the Year award. The appointed committee shall be responsible for determining the Employee or Team of the Year and reward, subject to final approval by the County Administrator, to be presented at the annual awards ceremony.