

Board of County Commissioners Leon County, Florida

Policy No. 14-4

Title: Employee I² (Innovator/Inspirator) Award Program
Date Adopted: July 8, 2014
Effective Date: July 8, 2014
Reference: N/A
Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that a new policy, "Employee I² (Innovator/Inspirator) Award Program" is hereby adopted, to wit:

- 1. Purpose.** To establish an employee award program to reinforce Leon County's focus upon continuous improvements, Leon County's Core Practices, and upon the importance of conveying relevance in the local community.
- 2. Policy.**
 - a. **Eligibility for Participation:** In general, all full-time and part-time employees of the Leon County Board of County Commissioners are eligible for participation in the I² Award program, including persons who work for a combined City of Tallahassee/Leon County Agency, such as Blueprint 2000. Executive Team members, as identified by the County Administrator, are not eligible to participate as a nominee or as an awardee. The County Administrator may exclude additional employees from participating as a nominee or as an awardee to guard against conflicts of interest.
 - b. **Evaluation Process:**
 1. Nominations must be submitted to an Executive Team member, who has knowledge of the event or process being nominated, for sponsorship.
 2. Prior to sponsoring a nomination, an Executive Team member who receives a nomination for sponsorship consideration will evaluate the nomination against the awards criteria and will additionally seek the Office of Management and Budget's (OMB's) review if the nomination claims to have resulted in cost savings, cost avoidances, or performance improvements.
 3. Executive Team members will submit the nominations they sponsor, with the requisite OMB review and approval if applicable, to Human Resources.
 4. Human Resources will coordinate consideration of properly sponsored nominations by the Leadership Team, membership of which will be identified by the County Administrator.

5. **I² Award** - A presentation of properly sponsored nominations will be made to the Leadership Team. The Leadership Team will be responsible for determining the I² Award prize category and amount, through a process established by the County Administrator. I² Award prize categories may include, but are not limited to, cash prizes for teams and individuals, within ranges established by the County Administrator, as well as plaques and certifications. The Leadership Team will be empowered to question the nominees, and to seek additional information or assistance in order to evaluate the nomination against the awards criteria.

Leadership Team members are not excluded from participating as a nominee or as an awardee. However, when a Leadership Team member is either an individual or team nominee being evaluated by the Leadership Team, such Leadership Team member shall declare their nominee status to the Leadership Team in advance of the presentation, and abstain from the Leadership Team's evaluation and award process.
 6. **Employee or Team of the Year Award** - All nominees **who are awarded an I² Award cash prize** by the Leadership Team will be forwarded to the Executive Team for consideration for the Employee or Team of the Year award. The Executive Team will be responsible for determining the Employee or Team of the Year award prize categories and amount, through a process established by the County Administrator. The Employee or Team of the Year awards prize categories may include, but are not limited to, cash prizes for teams and individuals, within ranges established by the County Administrator, as well as plaques and certifications. The Employee or Team of the Year will be named at the annual awards ceremony.
- c. **Criteria for Winning Awards** – The criteria by which nominations will be evaluated will be established by the County Administrator. Evaluation criteria may include, but not be limited to, the following:
1. Made significant contributions, which reinforce Leon County's Core Practices in the workplace.
 2. Made significant contributions, which raised the public's awareness of Leon County's community relevance.
 3. Measurably increased the quality, quantity, or timeliness of a service or product at the same or lower cost.
 4. Maintained the quality, quantity or timeliness of a service or product at a measurably reduced cost.
 5. Provided the same or increased quality, quantity or timeliness of a service or product during a period when the nominee took on significant additional responsibilities or performed such service or provided such product under unusually adverse conditions.
 6. Delivered an innovative application of technology or service delivery process that helped achieve one or more of the above.
 7. Delivered an exceptional service or product that was innovative, increased efficiency, and/or provided overall cost savings.

8. Delivered other significant and measurable performance improvements, cost savings, cost avoidances or program enhancements.
- d. Eligibility Time Period – Achievements eligible for nomination and recognition the first year would be those projects completed no sooner than January 1, 2014 (so that projects underway at the time of policy adoption could be considered). The County Administrator will establish the awards calendar and future eligibility time periods.

Adopted 7/8/2014