



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** 10-19-17

**Staff Contact:** Melanie Bruketta, HR Director

**Agenda Title:** Proclamation and presentation of the Employee-of-the-Quarter award. (Melanie Bruketta, HR Director, mbruketta@carson.org)

**Staff Summary:** The Employee-of-the-Quarter program recognizes outstanding employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have demonstrated an effort to fulfill the City's mission, values and vision.

**Agenda Action:** Other/Presentation

**Time Requested:** 10 minutes

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## **Proposed Motion**

No action-proclamation/presentation only

## **Board's Strategic Goal**

Organizational Culture

## **Previous Action**

This is the first Employee-of-the-Quarter award to be given under the policy.

## **Background/Issues & Analysis**

This program recognizes employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have displayed proficiency at assigned duties, promoted a pleasant working environment, who are dependable, innovative and/or who provide excellent client service.

An employee can nominate a co-worker who he/she believes is a deserving recipient. The nominations are reviewed by a committee comprised of five employee representatives selected by the City Manager. The composition of the committee includes bargaining unit employees, a Court employee and an Unclassified employee. The committee met on October 5, 2017 and selected Hans White, Senior Fleet Services Technician, to receive the award this quarter.

## **Applicable Statute, Code, Policy, Rule or Regulation**

Employee-of-the-Quarter policy

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number: 101-0600-413-14-22

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: A \$200.00 award is given to the employee selected as Employee-of-the-Quarter and a \$50.00 award is given to the employee(s) who nominates the selected employee.

**Alternatives**

N/A

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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(Vote Recorded By)



RECEIVED

SEP 14 2017

Carson City  
Human Resources

### EMPLOYEE-OF-THE-QUARTER NOMINATION FORM

Do you have a co-worker that has displayed: proficiency at assigned duties, promoted a pleasant working environment, dependability, innovation in assigned duties, and/or excellence in customer service? If so, please take the time to nominate the employee for the "Employee-of-the-Quarter" award.

#### Criteria

Nominations may be made for outstanding performance and/or contributions to the team for activities such as, but not limited to, internal/external customer service, costs savings, productivity/work processes.

#### Nominating a Co-Worker

To nominate a co-worker, complete this form and submit to Human Resources. Submission can be made in person or by e-mail to: [cchr@carson.org](mailto:cchr@carson.org).

*\*Please review the deadlines in the Employee-of-the-Quarter policy.*

#### Nominee's Name

Hans White

#### Nominee's significant contribution: (Please provide specific detailed example(s), please attach additional pages, if needed.)

Hans is a hard working member of Fleet Services. His main focus is on Fire apparatus and buses. Hans is helpful, dedicated and passionate about his work; always going the extra mile to complete the task before him with quality. He is highly intelligent and although introverted, he possesses a high level of loyalty and camaraderie within the team and to his craft. Despite Hans having three young children and a wife at home, he is constantly working the hours it takes to get priority repairs done.

#### Your Name

#### Date

Charli Riordan

09/14/2017

#### Your Signature

#### Department Director/Elected Official Name

#### Date

#### Department Director/

#### Elected Official

#### Signature



REF ID: A34567  
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Nominee's Name

Hans White

Nominee's significant contribution: (Please provide specific detailed example(s), please attach additional pages, if needed.)

Hans continually goes above and beyond in his duties at Fleet. He constantly finds ways to save the city money by fabricating components in house and his skills as a technician are unmatched. Recently we have taken over fire apparatus pump testing and he designed and built a test manifold that would have easily cost the city well over \$5 K. Hans is truly a top notch asset to the city.

Your Name

Date

09/18/2017

Rich Hardcastle

Your Signature

Department Director/Elected Official Name

Date

Department Director/  
Elected Official

Signature

# PROCLAMATION

## **Recognizing Hans White, Senior Fleet Services Technician, as the Employee-Of-The-Quarter**

**WHEREAS**, Carson City's quality of life attracts talented and loyal employees; and

**WHEREAS**, every day, Carson City employees put to use their broad array of skills and expertise with efficiency and integrity for the benefit of everyone in our City; and

**WHEREAS**, Carson City values its employees and acknowledges that recognizing employees for their hard work and dedication is critical to the future health and growth of our City; and

**WHEREAS**, we owe a substantial debt of gratitude to the Carson City employees and applaud those who go above and beyond in their loyalty and ability; and

**WHEREAS**, Hans White, Senior Fleet Services Technician, saved the City thousands of dollars by fabricating a test manifold and in doing so, contributed to the fulfillment of the City's mission, values and vision; and

**WHEREAS**, it is an honor to be selected for this award by your co-workers and it speaks highly of your work performance and how it is perceived by others.

**NOW, THEREFORE**, I, Robert L. Crowell, Mayor of Carson City, Nevada, celebrate the special trust and confidence in the loyalty, integrity and ability of Hans White, and do hereby proclaim him to be EMPLOYEE-OF-THE-QUARTER for Carson City and encourage everyone to join me in this special recognition.



Dated this 19<sup>th</sup> day of October 2017.

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Robert L. Crowell, Mayor