



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** January 17, 2019

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

**Agenda Title:** Proclamation and presentation of the Employee-of-the-Quarter award to Erick Albertson, Senior Building Maintenance Worker. (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**

On October 18, 2018 the Board of Supervisors presented the Employee-of-the-Quarter award to Renay Lapaille, Detention Shift Supervisor.

## **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 customer 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 January 2, 2019 and selected Erick Albertson, Senior Building Maintenance Worker, 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) \_\_\_\_\_  
2) \_\_\_\_\_

Aye/Nay

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\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



## PROCLAMATION

### A PROCLAMATION OF THE BOARD OF SUPERVISORS RECOGNIZING ERICK ALBERTSON, SENIOR BUILDING MAINTENANCE WORKER, 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**, Erick Albertson, Senior Building Maintenance Worker, recognized the need to increase morale and fill vacant staff hours and created a solution that allows part-time employees to pick up more work hours without causing an increase to the budget and also found a way to save the City \$22,000 for the removal of the non-slip surface coating on the aquatic facility's locker room decking thereby contributing 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, celebrate the special trust and confidence in the loyalty, integrity and ability of Erick Albertson and do hereby proclaim Erick Albertson to be **EMPLOYEE-OF-THE-QUARTER** for Carson City and encourage everyone to join me in this special recognition.

Mayor Robert L. Crowell

Carson City, Nevada



RECEIVED  
DEC 18 2018  
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

Erick Albertson, Senior Building Maintenance Worker, Public Works Depart, Facilities Maintenance

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

Please see attached.

Your Name

Stephanie Hicks

Stephanie Hicks, Real Property Manager

Date

12/17/2018

Your Signature

D. I. Schulz

Department Director/Elected Official Name

12/17/18

Date

Darren Schulz, Public Works Director

Department Director/

Elected Official

Signature

### **Employee of the Quarter Nomination for Erick Albertson**

Erick Albertson is the Senior Building Maintenance Worker in the Public Works Department, Facilities Maintenance Division. Erick is responsible for supervising and directing the work of the City's custodial staff which includes four full-time permanent employees, six part-time employees, and 1 full-time marathon employee. Over the last year, there has been an extreme amount of turnover in staff due to changes in the economy that are providing higher paying opportunities in other fields of employment. Therefore, Erick had has spent a tremendous amount of time recruiting and training new staff.

For the better part of the year, the Division has had open positions and this quarter alone there has not been one day that Erick has had a full custodial crew. The turnover in staff has required Erick and other staff members to pick up the additional work needed to clean 27 of the City's buildings. Erick is always willing to do what it takes to get the work done and does so with a strong sense of pride in the end product. He always wants to do a good job not just get the job done. This last month, Erick came up with a creative solution to adjust to the continued vacant positions. Since many of the part-time employees are new hires, Erick calculated that they could still stay under their maximum hours of 1039 while working 32 hours a week for the remainder of the year. This will not only fill in the missing hours from the vacant positions, but will also allow staff to catch up on work and allow for permanent staff to take some much needed time off which will boost morale.

Another example of Erick's work ethic and willingness to pitch in to get the job done, occurred with the swimming pool upgrade project. During the planning of the swimming pool project, it was determined that there was no contractor available that could assist with removing the no slip surface coating on the locker room decking. The original contract cost was quoted at \$27,000. This coating needed to be removed so that a new non-slip treatment could be installed. Erick was asked if he could assist. In October, Erick was scheduled to attend a training and trade show where he researched several products available to remove the coating. Erick not only selected a product that successfully removed the coating, but in addition to his regular duties Erick worked overtime to complete the project. This resulted in an overall cost savings to the City of approximately \$22,000.

For the above reasons, his strong work ethic and leadership, I believe that Erick should be selected as the Employee of the Quarter.