

Extra Mile:

The Extra Mile Program is a way of recognizing employees who go above and beyond their regular duties. It should be used to award an employee who is 'Going the Extra Mile' or exhibiting the 'Extra Mile Attitude' in any work-related area such as:

- Identifying a process improvement
- Creativity in new and innovative methods and procedures
- Performance or service outside of normal duties
- Identifying areas of monetary savings
- Exhibiting consistent leadership and commitment

Nomination Process:

All Supervisors are encouraged to give this award to their employees; however, an employee may be nominated for the award by any employee or citizen. Nominations may be received by email, a copy of a commendation letter, telephone call, or verbal recommendation from a Department Head. An Extra Mile form is available for use, but is not required.

Employees receiving the Extra Mile award will automatically be nominated for the Employee of the Quarter award for the quarter in which they received the Extra Mile award.

All Nominations received for Extra Mile Awards will be evaluated. If it is determined a nomination does not rise to the level of an Extra Mile Award, it will be referred to the Department Director for their discretion in awarding City Kudos.

The available award items for Extra Mile Awards will be determined by the Committee and distributed by Human Resources. In addition to receipt of the Extra Mile Award, recipients will be mentioned in a monthly congratulatory blurb on available social media avenues.