Port of San Diego

Administrative Procedure # 128-409

Employee Recognition Program

1. Procedure Objective

The purpose of this employee recognition program is to promote a recognition culture and reinforce behaviors that support the San Diego Unified Port District (District) mission, vision, and values. This program enables recognition at all levels, using a multi-tiered approach, ensuring timely acknowledgment, and motivating high performance among District employees.

2. Additional Notes/Definitions:

N/A

3. Department (s) Affected (Stakeholders)

All departments

4. Procedures

Employees are recognized for living and/or exemplifying one or more of the District's core values which include: accountability, courage, fairness, fun, inclusiveness, innovation, integrity, teamwork, and transparency. The following tools have been developed for District employees to use in recognizing others:

4.1. Pier to Pier Award: Peer to peer recognition provides an opportunity for District employees at all levels to recognize their colleagues directly. An online system allows employees to choose a staff member in any department at any level to recognize. The system will send the recipient (option to include the recipient's supervisor and/or department head) an automated e-mail with a recognition certificate to print out. The certificate will display the sender's name, the recipient's name, the core value the recipient exemplifies, and message from the sender.

4.2. Beacon Award: This award is bestowed semi-annually to one recipient in each department. An online system allows District employees to choose a staff member in any department at any level and submit their nominations. The recipients are chosen every six months by the department director based on the nominations received and for exemplary performance. The winners will be recognized with a certificate presented by the department director and a gift available for selection from an online catalog provided by the District.

4.3. Traveling Lighthouse & Passport: One traveling lighthouse will be awarded to either a team or an individual. Each recipient will be responsible for selecting the next recipient. The Traveling Lighthouse may remain with the same individual and/or team as long as it doesn't exceed a three month period. Traveling Lighthouse recipients will be recognized by displaying the Lighthouse trophy in their office or department. Their name, achievement and picture will also be recorded in a passport that will travel with the Lighthouse.

4.4. Lighthouse Team of the Year Award: Given annually to one team or department who has achieved outstanding results aligning with the Port's goals. An online system allows District employees to submit their nominations all year round. The winning team will be selected by the Executive Leadership Group at the end of the calendar year and recognized at an all employee gathering.

5. Responsibility/Action

RESPONSIBILITY	ACTION
Employee	Responsibly uses recognition tools accessible in the system to submit nominations. Inappropriate behavior may result in disciplinary action.
Directors	Responsible for the selection of their department recipient every six months utilizing the nominations submitted by employees, leads, supervisors, managers, directors, and/or ELG members.
Human Resources	Administration of the program and system. Refer to standard operating procedure #1023054

6. Document Meta Information

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Reviewer Matrix

Date of Review	Reviewer	Comments	Initials

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