

**ORDINANCE NO. 2021-O-014**

**AN ORDINANCE OF THE CITY OF LAREDO, TEXAS, AMENDING CHAPTER 2 – ADMINISTRATION, OF THE CODE OF ORDINANCES, BY ADDING ARTICLE XI – EMPLOYEE OF THE QUARTER AND EMPLOYEE OF THE YEAR PROGRAM TO ESTABLISH A SELECTION COMMITTEE, ELIGIBILITY, CRITERIA, NOMINATION AND SELECTION PROCEDURES, AND RECOGNITION AND AWARDS FOR A TOTAL OF TWELVE (12) EMPLOYEES OF THE QUARTER AND THREE (3) EMPLOYEES OF THE YEAR; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE; PROVIDING A SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Laredo wishes to establish a program that will recognize employees who have significantly benefited their respective departments and made contributions beyond the usual expectation of their employment; and

**WHEREAS**, the purpose of the Employee of the Quarter and Employee of the Year Program is to provide an incentive to employees to enhance the quality of customer service and to serve as a mechanism for recognizing those employees; and

**WHEREAS**, in opinions such as LO-88-94, LO-96-136, and GA-0303, the Texas Attorney General’s Office has repeatedly determined that improving employee’s morale and productivity, and providing recognition to employees are sufficient public purposes for granting time and nominal gifts to deserving employees; and

**WHEREAS**, the City Council finds that this policy does not violate Article III, Section 53 of the Texas Constitution as it does not apply to work that has already been performed, and is included within the City budget and personnel policies; and

**WHEREAS**, at each quarter of the year, the City will recognize three outstanding employees to be named as the City’s Employees of the Quarter; and

**WHEREAS**, at the end of each calendar year, those employees who have been selected as Employees of the Quarter will be eligible to be recognized as the City’s Employees of the Year.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAREDO, TEXAS THAT:**

**Section 1.** The City of Laredo Code of Ordinances, Chapter 2 – Administration, Article XI – Employee of the Quarter and Employee of the Year Program is hereby amended as follows:

**ARTICLE XI. - EMPLOYEE OF THE QUARTER AND EMPLOYEE OF THE YEAR PROGRAM**

**Sec. 2-421. – Creation, Composition, and Duties of Committee**

1. The Employee of the Quarter (EOQ) Selection Committee shall consist of one (1) Councilmember or the Mayor to be selected by the Mayor and shall serve a one (1) year term; the City Manager or his/her designee who shall serve as a permanent member; the Human Resources Director or his/her designee who shall serve as a permanent member; and two (2) other department directors who will be randomly selected by a computerized program on a quarterly basis to serve for that selected quarter.
2. The EOQ Selection Committee will meet regularly, the minimum of which shall be on a quarterly basis, to be set and scheduled by the Committee.
3. The EOQ Selection Committee will be responsible for the review and selection of City employees to be named Employee of the Quarter and Employee of the Year.
4. The EOQ Selection Committee in discharging its duties enumerated in this Section shall serve as an internal committee and effectively only in an advisory capacity. As such, the EOQ Selection Committee is not subject to the Texas Open Meetings Act.
5. A Committee Facilitator shall be a staff member of the Human Resources Department and selected by the Human Resources Director to serve as the liaison for the EOQ Selection Committee.

**Sec. 2-422. – Eligibility of Employees**

1. All regular full-time and regular part-time employees that have been employed with the City of Laredo for at least one (1) year shall be eligible to receive the Employee of the Quarter award. Department Directors, as well as probationary, seasonal, temporary, and contract labor employees are not eligible for nomination for the Employee of the Quarter award or Employee of the Year award. The one year must be continuous and the employee's one-year anniversary must have been on or before the initial nomination date.
2. An employee may be designated as Employee of the Quarter only once during a calendar year.
3. Only the twelve (12) Employee of the Quarter winners for the year shall be eligible to receive the Employee of the Year award. Employees must be in good standing and may not have any documented disciplinary action.

**Sec. 2-423. – Criteria for Selection**

1. An employee must meet the following criteria to be eligible for selection as Employee of the Quarter:
  - (a) Excellent job performance;

- (b) Promotes a pleasant work environment;
  - (c) Dependable and/or innovative;
  - (d) Positive attitude and commitment;
  - (e) Excellent interpersonal skills;
  - (f) Personal traits (including but not limited to hard-working, dedicated to Department's mission, action-oriented, customer focused); and
  - (g) Exhibited meritorious performance by:
    - i. Performing extra duties beyond those normally assigned; or
    - ii. Employees who perform normally assigned responsibilities at an exceptional level; or
    - iii. Performing other roles when the department is short-staffed; or
    - iv. Volunteering for and working on special projects; or
    - v. Developing new work methods that reduce waste or stretch resources; or
    - vi. Making creative suggestions or taken action that save the department and/or City time/money; or
    - vii. Providing services to residents and/or others that are beyond assigned responsibilities; or
    - viii. Made other special efforts or performed in a certain extraordinary way as specified by the nominator.
2. The employee may not have any documented disciplinary action in the preceding twelve (12) month period of his/her nomination.

#### **Sec. 2-424. - Nomination Procedure**

- 1. Nominations may be made by City employees, supervisors, managers, and/or department directors using the Employee of the Quarter Nomination Form.
- 2. Nomination Forms must be submitted to the designee at the Human Resources Department by the publicized deadline for consideration by the EOQ Selection Committee.
- 3. Nominations must be approved by the department director of the nominated employee and a Letter of Recommendation from the employee's supervisor must be included with each Nomination Form.

#### **Sec. 2-425. – Selection Procedure**

- 1. The EOQ Selection Committee will review all submitted nomination forms at its quarterly meeting. All Nomination Forms shall have the names of the nominated employees redacted prior to consideration of the Committee members. After discussion, the Committee Members will complete an Employee of Quarter Score Sheet for each nominee.
- 2. The EOQ Selection Committee Facilitator will review the Employee of the Quarter Scoring Sheets. The three (3) nominees with the highest scores will be named the Employees of the Quarter, one whose work is mostly conducted indoors, one whose work

is mostly conducted outdoors, and one from the Police or Fire Department who is subject to Collective Bargaining.

3. Those employees who are nominated but not selected may be reconsidered by the EOQ Selection Committee during the same calendar year.
4. The EOQ Selection Committee will review all twelve (12) Employee of the Quarter winners for the preceding calendar year at its regularly scheduled meeting. After discussion, the Committee Members will re-evaluate the Employee of the Quarter Nomination Forms for the twelve (12) Employee of the Quarter winners for the preceding year and will complete a new Scoring Sheet for each candidate.
5. The EOQ Selection Committee Facilitator will review the Scoring Sheets. The three (3) nominees with the highest scores will be named the Employees of the Year, one whose work is mostly conducted indoors, one whose work is mostly conducted outdoors, and one from the Police or Fire Department who is subject to Collective Bargaining, based on the original Employee of the Quarter criteria.
6. EOQ Selection Committee members and other City employees shall not guarantee that an award will be made to any nominated employee.

#### **Sec. 2-426. – Recognition and Award of Recipients**

1. The recipients of the Employee of the Quarter award will be presented with a Certificate of Recognition, Recognition at a City Council Meeting, be entitled to one (1) administrative day off with pay, and receive a gift certificate valued at \$250.00.
2. The recipients of the Employee of the Year award will be presented with a Certificate of Recognition, Recognition at a City Council Meeting, be entitled to one (1) administrative day off with pay, and receive a gift certificate valued at \$500.00.
3. The respective department of the selected Employees of the Quarter and Employees of the Year shall prepare the Certificate of Recognition along with a video and/or PowerPoint Presentation about the employee, add the item to the City Council Agenda, and present their employee at the City Council meeting.
4. The Employee of the Quarter and Employee of the Year award will not affect (i.e. does not increase) the recipient's pay or salary.

#### **Secs. 2-427 – 2-435. - Reserved.**

**Section 2.** This ordinance shall be cumulative of all provisions of ordinances of the City of Laredo, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

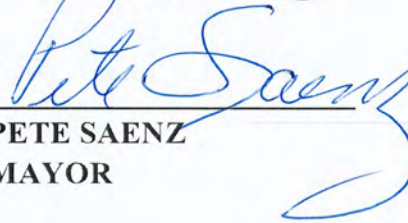
**Section 3.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause,

sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

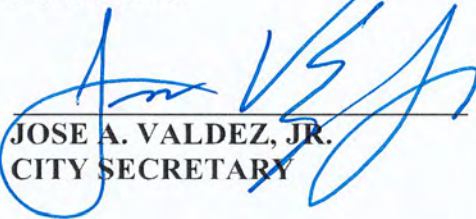
**Section 4.** This Ordinance shall become effective immediately upon passage.

**PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR ON THIS**

19 DAY OF January ~~2020~~, 2021. (TB)

  
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PETE SAENZ  
MAYOR


**ATTESTED:**

  
\_\_\_\_\_  
JOSE A. VALDEZ, JR.  
CITY SECRETARY



**APPROVED AS TO FORM:**

RENE C. BENAVIDES  
CITY ATTORNEY

BY:   
\_\_\_\_\_  
ALYSSA J. CASTILLON  
ASSISTANT CITY ATTORNEY

For:

**City Council-Regular**

**Meeting Date:** 01/19/2021

**Initiated By:** Rosario Cabello, Deputy City Manager

**Initiated By:** Rosario C. Cabello, Deputy City Manager

**Staff Source:** Melina E. Bermudez, Human Resources Director

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**SUBJECT**

**2021-O-014** An Ordinance of the City of Laredo, Texas, amending Chapter 2 – Administration, of the Code of Ordinances, by adding Article XI – Employee of the Quarter and Employee of the Year Program to establish a selection committee, eligibility, criteria, nomination and selection procedures, and recognition and awards for a total of twelve (12) Employees of the Quarter and three (3) Employees of the Year; providing that this Ordinance shall be cumulative; providing a severability clause; and declaring an effective date.

**PREVIOUS COUNCIL ACTION**

On September 21, 2020, City Council passed a Motion to establish an Employee of the Quarter and Employee of the Year Program for City of Laredo employees.

**BACKGROUND**

The City of Laredo wishes to establish a program that will recognize employees who have significantly benefited their respective departments and made contributions beyond the usual expectation of their employment. The purpose of the Employee of the Quarter and Employee of the Year Program is to provide an incentive to employees to enhance the quality of customer service and to serve as a mechanism for recognizing those employees.

At each quarter of the year, the City will recognize three outstanding employees to be named as the City's Employees of the Quarter; amounting to a total of twelve (12) per year: one whose work is mostly conducted indoors, one whose work is mostly conducted outdoors, and one from the Police or Fire Department who is subject to collective bargaining.

At the end of each calendar year, those employees who have been selected as Employees of the Quarter will be eligible to be recognized as the City's Employees of the Year; amounting to a total of three (3): one whose work is mostly conducted indoors, one whose work is mostly conducted outdoors, and one from the Police or Fire Department who is subject to collective bargaining.

**COMMITTEE RECOMMENDATION**

n/a

**STAFF RECOMMENDATION**

Staff approved on December 7, 2020.

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**Fiscal Impact**

**Fiscal Year:**

**Budgeted Y/N?:**

**Source of Funds:**

**Account #:**

**Change Order: Exceeds 25% Y/N:**

**FINANCIAL IMPACT:**

N/A

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**Attachments**

Final Ordinance 2021-O-014

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