

Innovation & Performance Commission  
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c/o City Administrative Officer (CAO)  
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Los Angeles, CA 90012-4190

## IPC Motion of Action



### Recommendation for City Departments to Utilize Employee Recognition Program

SPONSOR: Commissioner Sargent

CO-SPONSOR: Commissioner Merritt

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\*OPEN (Krekorian)

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ISSUE: The City of Los Angeles Personnel Department, Employee Development Section, has been working with the Innovation and Performance Commission (IPC) to establish an Employee Development Plan that incorporates four key programs: onboarding, learning, performance, and succession planning. A key component of this plan is employee recognition.

The Personnel Department has introduced an Employee Recognition Program where high quality employee performance in the areas of customer service, innovation, and fiscal responsibility is recognized. Supervisors can recognize employees by completing an online form and printing a certificate. Honorees are tracked in a database. Department heads will be provided the data from their departments on an annual basis and can choose to further recognize top employees.

This recognition process is now available for all departments. The city will greatly benefit as managers of city employees participate in the program, which will provide rich data across the city family around efforts to recognize great work and further engage our employees.

The IPC would like to encourage participation in this important program.

**RECOMMENDATION:**

1. Request the Personnel and Animal Welfare Committee of the City Council to request all city department managers to advertise and encourage appropriate participation in the Employee Recognition Program, as administered by the Personnel Department.
2. Alternatively, the Office of the Mayor may issue a direct action to all General Managers with the same goal.

DISTRIBUTION: Mayor Eric Garcetti; Deputy Mayor Matt Szabo; Personnel Department General Manager Wendy Macy; City Administrative Officer Miguel Santana; City Council President Herb Wesson; Personnel and Animal Welfare Chairperson Councilmember Paul Koretz; and additional parties as deemed necessary