

## Executive Order 200

### Subject: Employee Recognition Program

#### I. Scope and Purpose

The City of Sioux Falls hereby establishes an Employee Recognition Program to recognize employees who have demonstrated commitment to the One Team, One Sioux Falls framework and who have embraced the City's core values of Safety, Teamwork, Innovation, Character, and Respect or who have achieved a notable act, achievement, or service for the City of Sioux Falls.

#### II. Staff Responsibility

Human Resources is responsible for program administration, including budget allocation. The Director may amend, revise, or terminate this program upon approval of the Mayor.

#### III. Program Design

The Employee Recognition Program shall be divided into three categories: A) retirement awards and recognition, B) One Team, One Sioux Falls Award, C) miscellaneous recognition activities.

##### A. Retirement Award and Recognition

1. An employee in good standing retiring from City employment with ten years or more of City service shall receive a certificate of service presented by the Director and/or Mayor.
2. In addition to A-1 above, uniformed employees may receive the badge used during the course of City employment. If a uniformed employee dies, the badge may be presented to the immediate family or a designated recipient.
3. The retiree's department may allocate up to a maximum of \$300 for a City-sponsored retirement reception to be held in City buildings during normal City business hours to honor a retiring employee with ten years or more of City service. Exceptions may be made to the City building requirement should a larger facility be needed upon approval of the Human Resources Director. City funds may not be used for any reception expenses that exceed the \$300 allocation. Where a retiree elects not to have a City-sponsored retirement reception, the \$300 allocation may not be applied to any other sponsored retirement party.
4. A special retirement service award shall be established and presented to those employees retiring from City employment in good standing with 20 years or more of City service.
5. All expenditures relating to retirement awards, excluding the cost of the retirement reception, shall be budgeted and appropriated through the Employee Recognition Program under the jurisdiction and authority of the Human Resources budget. The cost of the retirement reception shall be budgeted and appropriated through the retiring employee's home department.
6. Eligibility for retirement award and recognition under this section shall be established by meeting the voluntary or disability retirement provisions as identified in Chapter 39 of the

Code of Ordinances of Sioux Falls, SD. Resigning and electing the deferred retirement option is excluded from consideration in Section A of this Executive Order.

7. Under no circumstances may an employee receive more than one retirement award or certificate of service under this policy.

**B. One Team, One Sioux Falls Award**

1. Each year the Mayor shall select an employee or team of employees who embodies the spirit of One Team, One Sioux Falls and who demonstrates commitment to the City's core values of Safety, Teamwork, Innovation, Character, and Respect (STICR). .
2. An individual award winner shall receive a net amount of \$1,000. Where there is a team of employees selected, the award amount shall be split equally between the recipients. .
3. The One Team, One Sioux Falls Award shall be presented by the Mayor at a regularly scheduled City Council meeting. .
4. All expenditures relating to the annual One Team, One Sioux Falls Award shall be budgeted and appropriated through the Employee Recognition Program under the jurisdiction and authorization of Human Resources.

**C. Miscellaneous Recognition Activities**

1. Certain activities relating to involvement and/or commitment to the community, interdepartmental cooperation, leadership, United Way campaign, etc., may be worthy of recognition activities.
2. The Director, or designee, as administrator of the Employee Recognition Program, may establish miscellaneous recognition awards/activities to promote and/or recognize outstanding involvement or commitment. Examples of miscellaneous activities might be United Way recognition for outstanding levels of participation and giving in meeting City and community goals. Recognition activities shall be limited to such awards as roll/coffee/juice breakfasts, departmental pizza, sub lunches, etc.

Source: Revised (October 2020) Ten Haken  
Renumbered to Executive Order 200 (12-14-18)  
EO #18-33 (06-05-18) TenHaken  
EO #15-08 (01-13-15) Huether  
EO #14-40 (11-02-14) Huether  
EO #13-35 (11-14-13) Huether  
EO #11-40 (09-13-11) Huether  
EO #10-18 (05-05-10) Munson  
EO #07-64 (12-21-07) Munson  
EO #05-45 (12-14-05) Munson  
EO #03-40 (12-10-03) Munson  
EO #02-48 (04-11-02) Hanson  
EO #00-18 (05-05-00) Hanson  
EO #99-18 (04-05-99) Hanson  
EO #95-73 (09-07-95) Hanson  
EO #95-41 (03-06-95) Hanson

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### II. Staff Responsibility

Human Resources is responsible for program administration, including budget allocation. The Director may amend, revise, or terminate this program upon approval of the Mayor.

### III. Program Design

The Employee Recognition Program shall be divided into three categories: A) retirement awards and recognition, B) One Team, One Sioux Falls Award V. L. Crusinberry Award, C) Jeanne Fullenkamp Management Excellence Award, D) Excellence in Safety Award, E) miscellaneous recognition activities.

#### A. Retirement Award and Recognition

1. An employee in good standing retiring from City employment with ten years or more of City service shall receive a certificate of service presented by the Director and/or Mayor.
2. In addition to A-1 above, uniformed employees may receive the badge used during the course of City employment. If a uniformed employee dies, the badge may be presented to the immediate family or a designated recipient.
3. The retiree's department may allocate up to a maximum of \$300 for a City-sponsored retirement reception to be held in City buildings during normal City business hours to honor a retiring employee with ten years or more of City service. Exceptions may be made to the City building requirement should a larger facility be needed upon approval of the Human Resources Director. City funds may not be used for any reception expenses that exceed the \$300 allocation. Where a retiree elects not to have a City-sponsored retirement reception, the \$300 allocation may not be applied to any other sponsored retirement party.
4. A special retirement service award shall be established and presented to those employees retiring from City employment in good standing with 20 years or more of City service.
5. All expenditures relating to retirement awards, excluding the cost of the retirement reception, shall be budgeted and appropriated through the Employee Recognition Program under the

jurisdiction and authority of the Human Resources budget. The cost of the retirement reception shall be budgeted and appropriated through the retiring employee's home department.

6. Eligibility for retirement award and recognition under this section shall be established by meeting the voluntary or disability retirement provisions as identified in Chapter 39 of the Code of Ordinances of Sioux Falls, SD. Resigning and electing the deferred retirement option is excluded from consideration in Section A of this Executive Order.
7. Under no circumstances may an employee receive more than one retirement award or certificate of service under this policy.

B. ~~Annual V. L. Crusinberry~~ **One Team, One Sioux Falls Award**

1. ~~Each year the Mayor shall select an employee or team of employees who embodies the spirit of One Team, One Sioux Falls and who demonstrates commitment to the City's core values of Safety, Teamwork, Innovation, Character, and Respect (STICR). **Objective:** To recognize excellent performance, judgment, productivity, loyalty, professional pride, and other noteworthy accomplishments in relation to City employment. Individual performance should motivate coworkers and contribute to high job morale and high productivity.~~
2. ~~An individual award winner shall receive a net amount of \$1,000. Where there is a team of employees selected, the award amount shall be split equally between the recipients. **Eligibility:** Any nonmanagement civil service City employee, excluding elected officials or appointed employees, may be nominated for the V. L. Crusinberry Award.~~
3. ~~The One Team, One Sioux Falls Award shall be presented by the Mayor at a regularly scheduled City Council meeting. **Nomination:** Nominations for the V. L. Crusinberry Award shall be submitted using the designated nomination form.~~
4. ~~**Selection Committee:** The Mayor shall review the V. L. Crusinberry Award nominations and select the annual winner for recognition.~~

~~5. **Award:** The award winner shall be presented with the award and a net amount of \$500.~~

~~6. **Presentation:** The V. L. Crusinberry Award shall be presented by the Mayor of the City of Sioux Falls at a City Council meeting.~~

~~7.45. **Budget:** All expenditures relating to the annual One Team, One Sioux Falls V. L. Crusinberry Award shall be budgeted and appropriated through the Employee Recognition Program under the jurisdiction and authorization of Human Resources.~~

**C. ~~Annual Jeanne Fullenkamp Management Excellence Award~~**

~~1. **Objective:** To recognize a high performer and leader in the midmanagement employee group whose performance drives change, builds commitment, maximizes talent, and focuses on excellence in customer service.~~

~~2. **Eligibility:** Any midmanagement civil service City employee may be nominated for the Jeanne Fullenkamp Management Excellence Award.~~

~~3. **Nomination:** Nominations for the Jeanne Fullenkamp Management Excellence Award shall be submitted using the designated nomination form.~~

~~4. **Selection Committee:** The Mayor shall review the Jeanne Fullenkamp Management Excellence Award nominations and select the annual winner for recognition.~~

~~5. **Award:** The award winner shall be presented with the award and net amount of \$500.~~

~~6. **Presentation:** The Jeanne Fullenkamp Management Excellence Award shall be presented by the Mayor of the City of Sioux Falls at a City Council meeting.~~

~~7. **Budget:** All expenditures relating to the annual Jeanne Fullenkamp Management Excellence Award shall be budgeted and appropriated through the Employee Recognition Program under the jurisdiction and authorization of Human Resources.~~

**D. ~~Excellence in Safety Award~~**

~~**Objective:** To recognize a City employee who has made a significant and measurable contribution toward achieving the City's safety objectives.~~

~~**Eligibility:** Any regular full-time City employee.~~

~~**Nomination:** Nominations for the Excellence in Safety Award may be submitted by any supervisor. All nominations shall be submitted using the Excellence in Safety Award form.~~

~~**Selection Committee:** Judging will be done by the Safety Steering Committee. The Committee will rate each nomination on its own merits. The Committee is not obligated to choose a recipient if, in the Committee's opinion, none were worthy of the award. The decision of the Committee is final.~~

~~**Award:** The award winner shall be presented with an award and a net amount of \$500.~~

~~**Budget:** All expenditures relating to the Excellence in Safety Award shall be budgeted and appropriated through the Human Resources/Workers' Compensation annual budget.~~

~~**Presentation:** The Excellence in Safety Award shall be presented by the Mayor of the City of Sioux Falls at a City Council meeting.~~

## **EC. Miscellaneous Recognition Activities**

1. Certain activities relating to involvement and/or commitment to the community, interdepartmental cooperation, leadership, United Way campaign, etc., may be worthy of recognition activities.
2. The Director, or designee, as administrator of the Employee Recognition Program, may establish miscellaneous recognition awards/activities to promote and/or recognize outstanding involvement or commitment. Examples of miscellaneous activities might be United Way recognition for outstanding levels of participation and giving in meeting City and community goals. Recognition activities shall be limited to such awards as roll/coffee/juice breakfasts, departmental pizza, sub lunches, etc.

Source: [Revised \(October 2020\) Ten Haken](#)

Renumbered to Executive Order 200 (12-14-18)

EO #18-33 (06-05-18) TenHaken

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EO #00-18 (05-05-00) Hanson

EO #99-18 (04-05-99) Hanson

EO #95-73 (09-07-95) Hanson

EO #95-41 (03-06-95) Hanson

### Executive Order Approval

Revise

Create New

Rescind

EO Number: 200 EO Owner: Human Resources

EO Title: Employee Recognition Program

**Comments:**

Overstruck/Underscore version shows the changes to the Employee Recognition Program.

Signed by:	Date:	Signed by:	Date:
<small>DocuSigned by:</small>  <small>6DE948908EB2487...</small>	10/16/2020		
<small>DocuSigned by:</small>  <small>83A3495C135D45E...</small>	10/16/2020		
<small>DocuSigned by:</small>  <small>D127C05703BB456...</small>	10/16/2020		
<small>DocuSigned by:</small>  <small>7174C9069B60401...</small> Paul TenHaken	10/16/2020		

### Certificate Of Completion

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Subject: Please DocuSign 200 o-u.pdf	
Source Envelope:	
Document Pages: 7	Signatures: 4
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Cathy Bianchi
Time Zone: (UTC-06:00) Central Time (US & Canada)	CBianchi@SIOUXFALLS.org
	IP Address: 206.176.35.1

### Record Tracking

Status: Original	Holder: Cathy Bianchi	Location: DocuSign
10/16/2020 9:33:33 AM	CBianchi@SIOUXFALLS.org	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Sioux Falls	Location: DocuSign

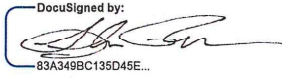
### Signer Events

Signer Events	Signature	Timestamp
Cathy Bianchi	<b>Completed</b>	Sent: 10/16/2020 9:34:26 AM
cbianchi@siouxfalls.org		Viewed: 10/16/2020 9:34:58 AM
City of Sioux Falls		Signed: 10/16/2020 9:36:01 AM
Security Level: Email, Account Authentication (None)	Using IP Address: 206.176.35.1	

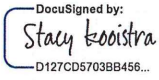
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Bill O'Toole		Sent: 10/16/2020 9:36:03 AM
botoole@SIOUXFALLS.org		Viewed: 10/16/2020 9:36:35 AM
City of Sioux Falls		Signed: 10/16/2020 9:36:57 AM
Signing Group: Director of HR	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 206.176.35.1	

**Electronic Record and Signature Disclosure:**  
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Shawn Pritchett		Sent: 10/16/2020 9:36:59 AM
SPritchett@siouxfalls.org		Viewed: 10/16/2020 9:44:23 AM
City of Sioux Falls		Signed: 10/16/2020 9:45:34 AM
Signing Group: Director of Finance or Facilities	Signature Adoption: Drawn on Device	
Security Level: Email, Account Authentication (None)	Using IP Address: 206.176.35.1	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Stacy Kooistra		Sent: 10/16/2020 9:45:37 AM
stacy.kooistra@siouxfalls.org		Viewed: 10/16/2020 10:05:20 AM
City of Sioux Falls		Signed: 10/16/2020 2:51:51 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 206.176.35.1	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign



Signer Events	Signature	Timestamp
Paul TenHaken pth@siouxfalls.org Mayor City of Sioux Falls Signing Group: Mayor Printed Name Security Level: Email, Account Authentication (None)	 <p>Signature Adoption: Uploaded Signature Image            Using IP Address: 174.243.112.140            Signed using mobile</p>	Sent: 10/16/2020 2:51:54 PM Viewed: 10/16/2020 3:40:32 PM Signed: 10/16/2020 3:40:35 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	10/16/2020 2:51:55 PM
Certified Delivered	Security Checked	10/16/2020 3:40:32 PM
Signing Complete	Security Checked	10/16/2020 3:40:35 PM
Completed	Security Checked	10/16/2020 3:40:35 PM

Payment Events	Status	Timestamps
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## Jorgensen, Tamara

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**From:** Bianchi, Cathy  
**Sent:** Friday, October 16, 2020 4:02 PM  
**To:** Becker Knecht, BryAnn; City Directors (Group); Greco, Tom; Human Resources (GRP); Jorgensen, Tamara; Tucker, Denise; Wilson, Julie  
**Subject:** Executive Order 200

The following EO has recently been posted:

<https://insite.siouxfalls.org/sites/ss/Employment%20Information/Executive%20Orders/PDF%20EO%20Library/200.pdf>

Thank you!



**Cathy Bianchi**

HR Specialist /Human Resources/ City of Sioux Falls

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