

City of Louisville ICARE Awards

Program:

The City of Louisville Strategic Plan reflects the City's values of Innovation, Collaboration, Accountability, Respect and Excellence. The City's ICARE values are reflected within our organization in many ways. The *ICARE Awards* were developed to provide an opportunity for supervisors recognize the outstanding work of an employee, employee team or groups of employees (working together on a project or initiative) within the City who are advancing the Vision and Mission of the City of Louisville by demonstrating these values in exceptional ways.

City staff embrace and demonstrate the ICARE values every day, but the ICARE awards provide a formal recognition program to award those individual employees or groups of employees (with a reasonable number of employees, and including those employees who were critical to the success of the group and participated in the exemplary demonstration of the values) whose work rises above the norm in their commitment and representation of one or more of the City's values. Whereas the peer-to-peer recognition will acknowledge day-to-day or one time actions reflective of the organizational values, this award recognizes more than one-time deeds or actions, rather an ongoing project, program, initiative or effort that models or advances the City's vision and mission and demonstrates the values. All City employees are eligible to receive ICARE awards – whether full time or part time, and at all levels within the organization.

The awards will be given twice per year. The 2019 due dates for nomination will be as follows:

- Spring/Summer – Due Friday, July 26, 2019
- Fall/Winter – Due Friday, November 22, 2019

Process for nominations:

1. *Supervisors* submit nominations anytime up to the biannual due date to Meagan Brown (mbrown@louisvilleco.gov).
2. Send a copy to your Department Director.
3. The Special Events Committee review the nominations.
4. The Special Events Committee will provide a recommendation to the City Manager for the award recipient(s).
5. The awards will be announced through Tuesday Tidbits and City Manager's Update.

Award Criteria:

The award committee will review the nominations for alignment with the criteria outlined in the nomination form. These criteria include how well:

- the employee(s) have contributed to advancing the strategic plan;
- the employee(s) have demonstrated the City's values;
- these actions have made an overall impact on the organization as a whole.

Awards and Recognition:

Each individual that receives an ICARE award will receive

- a \$100 bonus on their paycheck
- a desktop award/trophy
- recognition through City communication channels including the City Manager updates, quarterly employee update, Tuesday Tidbits, and the annual all-employee meeting in January.

Frequently Asked Questions:

Who can nominate an employee for an ICARE award? Only supervisors can nominate employees for the biannual ICARE Award. However, anyone can recognize anyone else in the organization for the Peer-to-Peer ICARE award.

Who can be nominated for recognition? Any full-time or part-time City employee who demonstrates one or more of the City's core values can be recognized.

What constitutes a "group of employees"? A group of employees can be one or more employees working together on a project, program or other effort on a one-time or ongoing basis and who are going above and beyond their regular duties and commitment to the values. Each member of the group must have played a part in demonstrating and advancing the values. There is no cap to the number of employees that can be included in a group.

Can I nominate myself? Sorry, you cannot nominate yourself.

Can someone be nominated more than once? Yes, but employees may only receive one ICARE Award in each calendar year.

(See ICARE Awards Nomination Form below)

