



## **CITY OF UNION CITY BRAVO BUCKS PROGRAM**

### **I. Eligibility**

- A. All full-time and part-time employees, including supervisors, who have passed their probationary period are eligible to receive Bravo Bucks.
- B. Department directors and managers are not eligible to receive Bravo Bucks.
- C. Employees must be in good standing with the City of Union City Attendance and Punctuality policy.

### **II. Criteria for Recognition**

Employees may be awarded Bravo Bucks for demonstrating exceptional performance in any of the following areas:

- A. Exhibiting outstanding customer service that enhances the experience of residents and visitors.
- B. Taking initiative to improve processes or systems within the department or city.
- C. Contributing positively to team morale and fostering a collaborative work environment.
- D. Implementing innovative ideas or suggestions that lead to increased efficiency or cost savings.
- E. Demonstrating exceptional safety practices that promote a safe working environment for themselves and others.
- F. Going above and beyond in their duties, resulting in a significant positive impact on their department or the city as a whole.

### **III. Distribution of Bravo Bucks**

- A. The initial Bravo Bucks will be awarded by supervisors, manager, and directors to employees who meet the criteria outlined above.
- B. There is no limit to the number of Bravo Bucks an employee can receive, but they must be recognized for specific actions or achievements.
- C. The name of the employee being awarded the Bravo Bucks must be clearly written on the back, along with a brief explanation of why they are receiving it, followed by the signature of the person giving the recognition.
- D. To transfer a Bravo Buck, the sender must indicate the name of the person receiving it and sign/initial reflecting approval.

### **IV. Redemption Process**

- A. Bravo Bucks can be redeemed at any time but must be turned in by the expiration date.
- B. Employees will collect their Bravo Bucks throughout the year and submit them during the redemption period.
- C. Available prizes will be organized into tiers, with each tier corresponding to a certain number



of Bravo Bucks.

D. A list of prizes will be published ahead of each redemption period for employees to review.

#### **V. Recognition and Awards**

A. Recognition for receiving Bravo Bucks will be done informally within the department, allowing managers and supervisors to acknowledge the employee's contributions in a meaningful way.

B. This may include a brief one-on-one acknowledgment, a thank-you note, or a small celebration within the team to highlight the employee's achievements.