

THE STATE OF TEXAS

COUNTY OF COLLIN

Subject: Creation, GEM Employee Incentive Program – Administrative Services

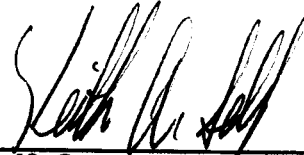
On November 1, 2010, the Commissioners Court of Collin County, Texas, met in regular session with the following members present and participating, to wit:

Keith Self
Matt Shaheen
Jerry Hoagland Not Present
Joe Jaynes
Kathy Ward


County Judge, Presiding
Commissioner, Precinct 1
Commissioner, Precinct 2
Commissioner, Precinct 3
Commissioner, Precinct 4

During such session the court considered a request for approval to create the Going the Extra Mile (GEM) employee incentive program.

Thereupon, a motion was made, seconded and carried with a majority vote of the court for approval to create the Going the Extra Mile (GEM) employee incentive program. Same is hereby approved in accordance with the attached documentation.



Keith Self, County Judge



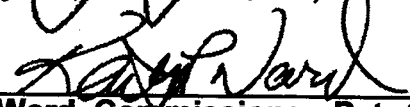
Matt Shaheen, Commissioner, Pct. 1

Not Present

Jerry Hoagland, Commissioner, Pct. 2



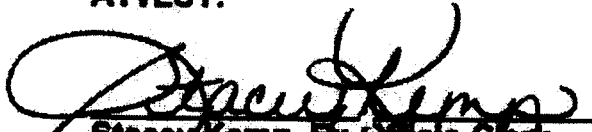
Joe Jaynes, Commissioner, Pct. 3



Kathy Ward, Commissioner, Pct. 4



ATTEST:


Stacy Kemp, Ex-Officio Clerk
Commissioners' Court
Collin County, T E X A S

GEM Employee Recognition Program

PURPOSE:

The County's **Going the Extra Mile (GEM)** employee recognition program is designed to recognize and reward employees for excellence in service. This program allows elected officials and department heads to grant employees public recognition and an immediate monetary award for extra efforts.

FUNDING:

Funding for the **GEM** program comes from revenues generated by the State Procurement Card Rebate Program, the Texas Association of School Boards Cooperative Rebate Program, the Office Depot Office Supply Rebate Program and 65% of the vending machine concession contract. In FY11, it is estimated that these programs will generate about \$18,000 in revenues.

If all funds are not expended in a fiscal, the remaining funds will be rolled over to the next year.

Unused **GEM** awards for a department are rolled from one year to the next.

The Commissioners Court will review and adopt the **GEM** award budget as part of the annual budget process.

Because of Collin County's participation in the American Airlines Business Extra Program, Collin County earns points for employees' business related travel booked through the County's designated travel agency. In a typical year, Collin County earns enough points for 2 economy class tickets.

EMPLOYEE ELIGIBILITY:

All permanent full-time and part-time employees of Collin County are eligible with the exception of department heads and elected officials.

A department is limited in the number of **GEM** awards given each fiscal year according to the limits on the attached table.

BACKGROUND:

A **GEM** Award is a monetary award and public acknowledgement program designed to grant "immediate" recognition to employees for specific extra efforts and contributions.

Examples:

- One-time noteworthy achievements
- Volunteering for an extra or emergency assignment while maintaining own workload.
- Using personal initiative and creativity to solve an unusual problem.
- Producing a work product of exceptionally high quality under tight deadlines.

Recognition should be made within 3 days, but not later than 30 days after completion of the accomplishment.

GEM awards are approved or disapproved by the employee's elected official or appointed department head.

AWARDS:

GEM Awards will be for \$87 resulting in a net payment to the employee of about \$50.

The employee's award will be recognized on the County's website, Commissioners Court agenda and the County Connection.

In addition to the cash award, all **GEM** Award winners for the period July 1 through June 30 will be eligible to win a pair of American Airline Plan Ahead economy class tickets for travel in the continental US, Canada and Mexico. The first drawing for the tickets will occur no later than July 15, 2011 and will be from **GEM** Award winners for the period November 1, 2010 through June 30, 2011. For purposes of the airline ticket drawing, the **GEM** Award date is the date the **GEM** Award payment is made to the employee. The Auditor may require tax withholding on the prize value.

Beginning January 1, 2010, **GEM** Award winners are entered into a drawing against other **GEM** winners for two tickets to any event at Pizza Hut Park for which Collin County receives tickets. In the past, Collin County has received tickets for FC Dallas games, Jimmy Buffet, George Strait, Kiss, etc. **GEM** Award winners for the year previous to the event are eligible for the ticket drawings.

A **GEM** Award winner is only eligible to win one set of airline and/or Pizza Hut Park tickets per year.

The County PIO office will administer the ticket drawing process.

PROCEDURES:

The elected official or appointed department head will fully complete and sign the attached **GEM** Recognition Form and send directly to the Human Resources payroll section (HR).

HR will process the payment as soon as possible. Immediately upon processing the payment, HR will email an acknowledgement to the elected official or department head and forward the submission form to the County's Public Information Officer (PIO).

The PIO will post the submission form on the County's website in a section specifically created for the **GEM** awards. The PIO will also post the submission form in the next Commissioners Court agenda packet and include the **GEM** recipient's name in the next edition of the County Connection.

The **GEM** award payment will be provided to the employee as a separate paper check distributed on payday.

The elected official or department head can choose when and how to notify the employee of the award.

Collin County
Going the Extra Mile (GEM) Recognition Form

Honoree's Name: _____

Honoree's Job Title: _____

Department: _____

Years of Service with the County: _____

Why the Honoree is receiving a GEM Award including dates:

Approved by elected official or department head on the _____ day of _____, 20____

Signature of Elected Official
or Department Head

Printed Name

Department	Staff Count	GEM Awards Per Year
Admin. Services	8	1
Health Services	63	7
Budget	13	2
Human Resources Veterans	22	3
IT	55	6
Road & Bridge	109	11
Facility Mgmt	49	5
Const. & Projects	4	1
Medical Examiner	8	1
Homeland Security	26	3
Engineering	37	4
Elections Dept.	13	2
Purchasing	16	2
County Auditor	30	3
Juvenile	148	15
Community Supervision	110	11
County Clerk	78	8
Sheriff's Office	481	49
District Clerk	64	7
District Attorney	116	12
401st Dist. Court and Admin	7	1
199th Dist. Court	4	1
219th Dist. Court	4	1
296th Dist. Court	4	1
366th Dist. Court	4	1
380th Dist. Court	4	1
416th Dist. Court	4	1
417th Dist. Court	4	1
429th Dist. Court	4	1
Const. Pct. 1	11	2
Const. Pct. 2	5	1
Const. Pct. 3	15	2
Const. Pct. 4	11	2
CCAL 1	4	1
CCAL 2	4	1
CCAL 3	4	1
CCAL 4	4	1
CCAL 5	4	1
CCAL 6	4	1
Probate Court	5	1

County Ext. Services	7	1
JP #1	7	1
JP #2	6	1
JP #3-1	6	1
JP #3-2	7	1
JP #4	8	1
Tax Assessor/Collector	85	9
Total		191