

GEM Employee Recognition Program

Updated ~~September 2016~~ May 2024

PURPOSE:

The County's **G**oing the **E**xtra **M**ile (**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, any other purchasing programs in which the County receives a rebate of 5% or less of the annual purchases and 65% of the vending machine concession contract. 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.

Any unused awards at the end of the fiscal year will expire. **Awards will** not be carried forward.

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.~~ Elected Officials and Department Heads will be given 1 GEM award for every 10 employees (rounded up) assigned to their departments. For example, an elected official may have 3 departments with a total of 14 employees. This elected official will receive 2 GEM Awards.

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 a net payment to the employee of about \$250.

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)~~ email the form to **GEM** Awards Submissions at gemawards@collincountytx.gov. Submissions are recorded by the Budget & Finance Office and sent to HR to process.

HR will process the payment ~~as soon as possible~~ on Friday's before payroll. ~~Immediately upon processing the payment~~ After payroll closes on Wednesday, 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) and Treasury.

The PIO will generate the **GEM** Award certificate and inter-office the award certificate with the check to the elected official or department head. 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: _____
 First Name Middle Initial Last 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