

GEM Employee Recognition Program

Updated May 2024

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, 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.

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. 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.

PROCEDURES:

The elected official or appointed department head will fully complete and sign the attached **GEM** Recognition Form and email the form to GEM Awards Submissions at gemawards@collincountytexas.gov. Submissions are recorded by the Budget & Finance Office and sent to HR to process.

HR will process the payment on Friday's before payroll. After payroll closes on Wednesday, HR will email 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 **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.

