

**SECTION HR 09**

**AM AHLATHI**  
**MUNICIPALITY**

**STAFF**  
**PRODUCTIVITY**

**AND**

**OUTSTANDING**  
**PERFORMANCE**  
**AWARD**

**SECTION HR 09**

**STAFF PRODUCTIVITY & OUTSTANDING PERFORMANCE  
AWARD**

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## **SECTION HR 09**

### **STAFF PRODUCTIVITY & OUTSTANDING PERFORMANCE AWARD**

#### **1. Introduction**

There are various ways of improving Staff Productivity. The purpose of a Performance Management System is to improve the work performance of an employee by appraising or measuring how well the employee has performed his/her duties. In this way, the employee will attempt to always work to the required standard.

However, there are also positive ways of rewarding staff members who produce outstanding service over and above that required in the normal course of their duties. These employees “go the extra mile” and should be rewarded accordingly.

In order to enhance Staff Productivity, a Council may consider implementing an Outstanding Performance Award System. Implementing such a system often engenders a great deal of enthusiasm amongst employees who are elected as the outstanding performers for the monthly and annual prizes.

The system set out hereunder is extremely inexpensive to implement and contributes to improving staff morale and productivity.

#### **2. Outstanding Performance Award System: Rules**

- a) Every month commencing from January in each year, any department who has a staff member (or small team of staff members) who have produced outstanding service to the Municipality and/or the public, can nominate this employee (or these employees) for the award of “Outstanding Performer of the Month”. Any employee within departments may nominate a person or persons. The nomination must, however, be submitted to the head of department concerned.
- b) The Head of Department, together with his branch heads, will then consider which of the person(s) nominated in his/her Department (if any) should be that department’s nominee as Outstanding Performer of the Month for the entire Municipality. Should there be no person who provided outstanding service for the month, then no name will be put forward.
- c) The criteria for outstanding service will be as follows:
  - an employee who saves the Council a considerable amount of money by his/her actions.
  - an employee who provides outstanding service to the public and for which members of the public or organizations have expressed appreciation.

- an employee who completes a large, difficult project, e.g. engineering project, labour relations project, etc. in an efficient and capable manner.
  - any other work done by employee(s) which, in the opinion of the Municipal Manager and Heads of Department is of an outstanding standard.
- d) A committee comprising of the Municipal Manager and Heads of Department will then select one person or group from the nominations supplied by each Department as the winner of the month. The winning employee or group will then receive certificates of achievement as “Outstanding Performer(s) of the Month” and their names will be included in circulars to all Departments informing them of the results.
  - e) The names of the monthly winners will then go forward for possible election as “Outstanding Performer of the Year”.
  - f) A Productivity Award Committee appointed by Council and comprising of Councillors and Senior Officials, will decide in January every year on who should be appointed as “Outstanding Performer of the Year”, from the list of monthly winners. A second and third prize will also be awarded.
  - g) A Mayoral cocktail party should then be held where the names of the winners are announced by the Mayor, with the winner receiving a cash award of R3 000 with the 1<sup>st</sup> runner-up receiving R2 000 and the third prize being R1 000. Each of the winners will receive another certificate showing their achievements.
  - h) It is advisable for management staff to be excluded from being nominated for these awards as the purpose is to improve performance, productivity and enthusiasm amongst the workers in general.
  - i) Where possible, a floating trophy should also be presented to the annual “Outstanding Performer of the Year” winner.
  - j) The attached form marked “Annexure A” can be used as a Nomination Form for outstanding performers. The form must be properly completed with a full motivation on why the employee has been nominated and what he/she has achieved.

### **3. Conclusion**

Implementing an “Outstanding Performer of the Year” award system is not the only way rewarding employees for outstanding service. However, the system mentioned above is extremely inexpensive to implement and the enthusiasm engendered makes the system well worth implementing.

**SECTION HR 09**

**STAFF PRODUCTIVITY & OUTSTANDING PERFORMANCE  
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**ANNEXURE A**

**OUTSTANDING PERFORMANCE NOMINATION FORM**

**DEPARTMENT:** \_\_\_\_\_

Our nomination for Outstanding Performance Award for the month of  
\_\_\_\_\_ 20\_\_\_\_ is:

**NAME:** \_\_\_\_\_

**SECTION:** \_\_\_\_\_

**MOTIVATION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Criteria for Outstanding Performance:**

- a) An employee who saves the Council a considerable amount of money by his actions.
- b) An employee who provides outstanding service to the public and for which members of the public or organisation have expressed appreciation.
- c) An employee who completes a large, difficult project e.g. engineering project, labour relations project, etc. in an efficient and capable manner.
- d) Any other work done by employees which, in the opinion of the Municipal Manager and Heads of Department is of an outstanding standard.

**NOTE:** The nomination need not be only one specific person, it could also be a team or group who perform the same task or work on a project.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**