



**City of Hampton  
PERSONNEL ADMINISTRATIVE INSTRUCTION**

<b>DATE:</b> August 10, 1999	<b>CHAPTER:</b> 5	<b>PAI No.</b> 2
<b>REFERENCES:</b> Section XXII	<b>SUBJECT:</b> Achievement Award Process	

I. Purpose:

The Achievement Award Program rewards employees whose creative ideas, suggestions, and actions result in improved service delivery, cost-savings, revenue-generation and/or enhances the City's image. Awards may be used to reward employee contributions or involvement. Awards may be monetary or non-monetary. The Record of Achievement Award shall be used to document the service, act or behavior being recognized as well as the award given. When the service, act or behavior results in cost savings, the savings and the method of calculation shall be included. Achievement Awards equal to or greater than one thousand dollars (\$1,000) shall be approved by the City Manager.

II. Non-Monetary Awards:

When an employee is awarded a non-monetary Achievement Award, the Record of Achievement Award shall be completed, signed by the appropriate persons, and forwarded to the Department of Human Resources for inclusion in the employee's official personnel file.

III. Cash Awards:

All cash awards shall be subject to appropriate federal tax, state tax, and FICA withholdings. When an employee is awarded a cash award, the Record of Achievement Award shall be completed and the following process followed:

A. If the cash award is **less than \$1,000.00:**

1. The amount of the Achievement Award shall be included in the next bi-weekly payroll entry by selecting the Achievement Award income code and entering the dollar amount of the award in the Infinium Daily Time and Attendance system.
2. The completed Record of Achievement Award shall be forwarded to the Department of Finance. The cash award shall be included in the next bi-weekly paycheck or direct deposit total.
3. A copy of the Record of Achievement Award shall be forwarded to the Department of Human Resources for inclusion in the employee's official personnel file.
4. A copy of the Record of Achievement Award shall be given to the employee

Approved By:	Chapter No.	PAI No.	Page No.
Dianne Randall Foster, Director of Human Resources	5	2	1
Revision Date: September 1, 2007			

**City of Hampton  
PERSONNEL ADMINISTRATIVE INSTRUCTION**

- B. If the cash award is equal to or greater than \$1,000.00:
1. The Record of Achievement Award must be approved and signed by the City Manager.
  2. The original Record of Achievement Award, accompanied by an Authorization for Payment, shall be forwarded to the Department of Finance. The Authorization for Payment will be processed by the Department of Finance for the total amount of the award and a check for this amount will be issued to the employee. Appropriate withholdings applied against this award amount will be deducted from the employee's next bi-weekly paycheck.
  3. A copy of the Record of Achievement Award shall be forwarded to the Department of Human Resources for inclusion in the employee's official personnel file.
  4. A copy of the Record of Achievement Award shall be given to the employee.

Approved By:	Chapter No.	PAI No.	Page No.
	5	2	2
Dianne Randall Foster, Director of Human Resources	Revision Date: September 1, 2007		

**City of Hampton  
PERSONNEL ADMINISTRATIVE INSTRUCTION**

Employee Number : \_\_\_\_\_



**RECORD OF ACHIEVEMENT AWARD**

Name of Employee \_\_\_\_\_

Department \_\_\_\_\_ Date of payment or Award \_\_\_\_\_

Summarize briefly the service, act, or behavior being rewarded.

---

---

---

---

---

Describe Award presented.

---

---

Cost Savings \_\_\_\_\_ Monetary Award \_\_\_\_\_

Describe how cost savings were calculated \_\_\_\_\_

---

---

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
City Manager's Signature

(Required on all monetary awards of \$1,000 or more only.)

Approved By:	Chapter No.	PAI No.	Page No.
Dianne Randall Foster, Director of Human Resources	5	2	3
Revision Date: September 1, 2007			