



MEMORANDUM

Date: September 12, 2019

To: Mayor Ellen Zoppo-Sassu
Board of Public Works

From: Raymond A Rogozinski, Director of Public Works

Re: Employee Recognition Program

With the support of the Board of Public Works, Board of Finance, and the Mayor's Office, the Department of Public Works received funding for an *Employee Recognition Program*. The intent of the program is to improve Department morale by recognizing DPW staff that go above and beyond their daily duties and to encourage employees' actions that improve the Department.

Employees are the Department's biggest asset. The Department of Public Works has approximately 100 employees and the total expenditure for Department salaries is approximately \$5.2 million. As Director, I work every day with the many dedicated, hard-working employees within the Department of Public Works.

Implementing an *Employee Recognition Program* should include the recognition of individual, team and department accomplishments. Based on the existing funding of \$2,000 for FY2019-20, the program will help to recognize individual employees and DPW project teams, as identified by supervisors. The recognition program will include DPW lunch events, coinciding with Department accomplishments, such as the cleanup after major storm events, completion of city-wide paving operations or finishing special projects.

Employees identified for special recognition will receive a letter in their personnel file and a DPW sweatshirt. To initiate the program the Department will purchase 25 sweatshirts and DPW lunch events will be approved by the Mayor.

The proposed *Employee Recognition Program* is one of the programs/methods that DPW is implementing to promote and maintain positive employee morale and I would like to thank you for your support.

Please contact me with any questions or concerns at 860-584-6113.

City of Bristol Public Works
Email: www.bristolct.gov/publicworks
860-584-6125 or 860-584-7791