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**SOP # 2012 – 10**

**DATE: SEPTEMBER 10, 2012**

**TO: CODE ADMINISTRATION STAFF**

**FROM: JOHN D. CATLETT, DIRECTOR**

**SUBJECT: ANNUAL EMPLOYEE RECOGNITION EVENT**

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The following SOP is intended to provide clarity to the process for an annual Employee Recognition Event. To encourage practicing the City of Alexandria and Department of Code Administration Guiding Principles, to promote professional development, and to increase the professionalism of the Code Administration Team, the following guidelines are provided for an annual Employee Recognition Event.

**Event Planning Responsibility**

The event shall be the responsibility of the Deputy Director with the assistance of the Administration Services Division Chief. The logistical planning shall be the responsibility of the Hospitality Committee under the guidance of the designated Senior Management Team member. The event is to be held

**Event Type**

The Department may choose between a weekend or evening cookout or luncheon with an annual food budget not to exceed \$400. The event may include immediate family or a guest. The event should be planned for second week of September each year with planning beginning in July

**Food and Beverage**

The Department will provide a meat, bread, two side dishes, beverages and a dessert along with utensils and paper products. The Senior Management Team should be polled to see if they have any specific contributions they wish to make or roles to fill (such as cooking and serving) before reaching out to other staff.

**Awards**

The following awards shall be given

- **Director's award:** This award(s) will be chosen by the director for the best customer service provider(s). The award will be a plaque to each recipient. The plaque(s) will be secured by the Administrative Services Division.

*One Team, One City — Our City "*

- **Special Project or Activity Recognition:** These shall be quality certificates identifying the participant and or team and the project they worked on. These should be solicited from each of the Senior Management Team and Supervisory Team members. The certificates will be prepared by the Administrative Services Division.
- **College degree and Professional Certification:** Recognition through certificate and 8 hours of Administrative leave. (Certifications and degrees obtained from May 2012 forward can be recognized.)
- **Code Administration Team Member of the Year:** Chosen by peers; the person that best exemplifies Code's Guiding Principles of "One Team, One City - Our City". Individual plaque, recognition on web site and newsletter, and wall plaque listing yearly leaders to be in the Permit Center customer lobby.