



Date: _____

Nominator's name and phone number: _____

-

If you are a City employee, please state Department and Division:

It gives me great pleasure to nominate: _____

(Please list additional names on page two of this form)

who work(s) for the City as: _____

and who has/have been employed by the City for at least one year.

Nominators may submit candidates for City Stars! by forwarding the form to Tiki Spiller of the Human Resources Department at tiki.spiller@alexandriava.gov. Simply provide all the information requested on this form.

Please remember, recipients of the City Stars! Award will receive the following:

- 8 hours of paid administrative leave;
- An article in CityNews about the winner;
- The winner's photo is placed on the City Stars! Plaque in the City Hall lobby;
- The City Manager, Mayor, and City Council present the award during a televised regularly scheduled meeting of the Council.

Example of a work or act that qualifies for the City Stars! Award

"There were a significant number of snow plow accidents causing damage to City and public property. Mrs. Willis trained the snow removal work force in safe driving practices, including how to carefully backup trucks. She established an obstacle course that City employee and outside contractor drivers had to navigate before they were allowed to operate snow removal equipment last winter, and as a result of her efforts nearly sixty drivers were trained and the accidents dropped from ten to zero, vehicle damage was reduced from nearly \$6,000 to zero, and property damage from \$10,000 to zero."





Frequently Asked Questions

Q. What is a City Stars! Awards?

A. City Stars! is an employee recognition program that acknowledges stellar performance. Nominations should clearly describe a project or effort that shows how the City's Guiding Principles can be a driving force in the work of the City.

Q. Who can be nominated for City Stars!?

A. Full-time and part-time benefitted employees who are in good standing and are active on the City's payroll, EXCEPT employees or appointees of City Council, Alexandria City Public Schools employees, temporary or seasonal workers and part-time staff of the Registrar of Voters.

Q. How can I nominate someone?

A. Fill out the Nomination Form that is located on AlexNet and the City's website. Nominations will be accepted on a continuous basis and City Stars! Awards will be made quarterly.

Q. Can I nominate myself?

A. Sorry. No self nominations are accepted for this award.

Q. Can it be a group of people?

A. Absolutely. One person OR a team can be nominated.

Q. Does the candidate I am nominating need to show that their work meets all of the City's Guiding Principles or just one?

A. The work of the employee or team must demonstrate how the work mirrors ONE OR MORE of the City's Guiding Principles.

Q. What are the benefits of a CityStars! Award?

A. Recognition at a City Council meeting with a Proclamation from City Council, eight hours of Administrative leave good for a year, recognition on a CityStars! Plaque in the Vola Lawson Lobby in City Hall, and honorable mention in CityNews and on the AlexNet. Your Department Head may add other benefits too.

Q. How is a winner chosen?

A. The winner is chosen by a Peer Group of employees. They meet monthly to decide who should receive this award and make a final recommendation to the City Manager. All candidates for this award will also receive a letter of recognition to be sent to their Department Head and placed in their personnel file.

Q. Can someone be nominated more than once?

A. Yes. There is no limit to the number of times an employee may be nominated, but multiple nominations cannot be for the same work or action.

Q. What is the deadline for a nomination and where do we send nominations?

A. There is no deadline for submitting nominations. Nominations will be accepted on a continuous basis. Nominations can be sent electronically to Tiki Spiller, Human Resources Analyst.

GUIDING PRINCIPLES

CITY OF ALEXANDRIA

Ethical Behavior – We act ethically by putting the public interest first, communicating openly and consistently demonstrating professional integrity.

Innovation – We are not satisfied with the *status quo*; we value creativity and well-considered risk-taking as means to achieve organizational success.

Leadership – We have the courage and energy to step outside the existing culture, to start evolutionary, meaningful and sustainable change by creating new realities and moving people to purposeful action in order to overcome political, bureaucratic and resource barriers.

Professionalism – We are capable, lifelong learners, who model the competencies associated with our field, specialty or area of expertise.

Respect – We will avoid drama by exhibiting civility, empathy and restraint.

Responsibility – We are accountable, take ownership, and are receptive to feedback, whether favorable or unfavorable, in everything we do.

Teamwork – We work cooperatively in a collegial and supportive manner to meet common goals.