



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** April 18, 2019

Staff Contact: Melanie Bruketta, HR Director

Agenda Title: Proclamation and presentation of the Employee-of-the-Quarter award to Thomas Gordon, Warehouse Supply Coordinator. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: The Employee-of-the-Quarter program recognizes outstanding employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have demonstrated an effort to fulfill the City's mission, vision and values.

Agenda Action: Other / Presentation **Time Requested:** 10 minutes

Proposed Motion

No action-proclamation/presentation only

Board's Strategic Goal

Organizational Culture

Previous Action

On January 17, 2019 the Board of Supervisors presented the Employee-of-the-Quarter award to Erick Albertson, Senior Building Maintenance Worker.

Background/Issues & Analysis

This program recognizes employees whose efforts have helped the City achieve the strategic goals adopted by the Board of Supervisors and who have displayed proficiency at assigned duties, promoted a pleasant working environment, who are dependable, innovative and/or who provide excellent customer service.

An employee can nominate a co-worker who he/she believes is a deserving recipient. The nominations are reviewed by a committee comprised of five employee representatives selected by the City Manager. The composition of the committee includes bargaining unit employees, a Court employee and an Unclassified employee. The committee met on April 2, 2019 and selected Thomas Gordon, Warehouse Supply Coordinator, to receive the award this quarter.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: 101-0600-413-14-22

Is it currently budgeted? Yes

Explanation of Fiscal Impact: A \$200.00 award is given to the employee selected as Employee-of-the-Quarter and a \$50.00 award is given to the employee(s) who nominates the selected employee.

Alternatives

N/A

Attachments:

[T. Gordon Nomination.pdf](#)

[Proclamation Employee-of-the Quarter April 2019.docx](#)

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



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FEB 21 2019

Carson City
Human Resources

EMPLOYEE-OF-THE-QUARTER NOMINATION FORM

Do you have a co-worker that has displayed: proficiency at assigned duties, promoted a pleasant working environment, dependability, innovation in assigned duties, and/or excellence in customer service? If so, please take the time to nominate the employee for the "Employee-of-the-Quarter" award.

Criteria

Nominations may be made for outstanding performance and/or contributions to the team for activities such as, but not limited to, internal/external customer service, costs savings, productivity/work processes.

Nominating a Co-Worker

To nominate a co-worker, complete this form and submit to Human Resources. Submission can be made in person or by e-mail to: cchr@carson.org.

**Please review the deadlines in the Employee-of-the-Quarter policy.*

Nominee's Name

Tom Gordon, Warehouse Supply Coordinator

Nominee's significant contribution: (Please provide specific detailed example(s), please attach additional pages, if needed.)

See attached.

Your Name

Date

Melanie Bruketta, HR Director 2-15-19

Your Signature Melanie Bruketta

Department Director/Elected Official Name

Date

Department Director/
Elected Official

Signature [Signature] 2/21/19

During the week of February 4th and February 11th, the City received significant amounts of rain and snow. Public Works staff was working long hours to manage the rain and snow accumulations. Also during this time, Human Resources was in the middle of an audit by the City's contracted auditor. The auditor requested to review a personnel file of a former employee who terminated in 2007. When a Human Resource staff member went to the storage container in the Corporate Yard and opened the container, she saw that the container was leaking from the roof and the files in the container were wet and frozen together.

When the Deputy Public Works Director was notified of the problem, he had Tom Gordon, Warehouse Supply Coordinator, immediately remove the files and place them in a secure location. Once moved, Mr. Gordon began researching the best way to thaw and dry paper files in order to limit damage. Mr. Gordon spent hours drying each piece of paper. He stayed late and came in on his days off, working the entire day. In addition, when the auditor came back to ask why the file hadn't been produced, Mr. Gordon went through the files, found the correct file and delivered it to City Hall. He made sure the files were secure during the time they were in his care and custody. If he hadn't taken the immediate action that he took, the files would have been ruined and would have needed to be destroyed in violation of State law.

In order to get an idea of the amount of work that was required to fix the files, please see the attached photographs. Quick action and extreme care needed to be used when handling this issue and Mr. Gordon did so without complaint or reservation. The service he provided was beyond exceptional customer service and the duties and tasks he performed were well outside the duties set forth in his job description. His actions avoided a possible audit finding and a violation of state law.



PROCLAMATION

A PROCLAMATION OF THE BOARD OF SUPERVISORS RECOGNIZING THOMAS GORDON, WAREHOUSE SUPPLY COORDINATOR, AS THE EMPLOYEE-OF-THE-QUARTER

WHEREAS, Carson City's quality of life attracts talented and loyal employees; and

WHEREAS, every day, Carson City employees put to use their broad array of skills and expertise with efficiency and integrity for the benefit of everyone in our City; and

WHEREAS, Carson City values its employees and acknowledges that recognizing employees for their hard work and dedication is critical to the future health and growth of our City; and

WHEREAS, we owe a substantial debt of gratitude to the Carson City employees and applaud those who go above and beyond in their loyalty and ability; and

WHEREAS, Thomas Gordon, Warehouse Supply Coordinator, when notified that old paper personnel files located in a leaky storage unit were being damaged by continuous rainfall, immediately removed the files, researched the best way to save the files from the water damage which required drying each individual piece of paper in the files, repackaged the files and returned them to storage in a manner in which the files would not be damaged further thus avoiding a possible violation of state law which requires the maintenance of personnel files and thereby contributing to the fulfillment of the City's mission, values and vision; and

WHEREAS, it is an honor to be selected for this award by your co-workers and it speaks highly of your work performance and how it is perceived by others.

NOW THEREFORE I, Robert L. Crowell, Mayor of Carson City, celebrate the special trust and confidence in the loyalty, integrity and ability of Thomas Gordon and do hereby proclaim Thomas Gordon to be **EMPLOYEE-OF-THE-QUARTER** for Carson City and encourage everyone to join me in this special recognition.

Mayor Robert L. Crowell

Carson City, Nevada