



## LIBRARY TRUSTEE AWARD FOR EXEMPLARY PERFORMANCE

### 01.01.01.P1 Library Trustee Award for Exemplary Performance

The Pueblo City-County Library District Board of Trustees seek to recognize exemplary employee performance on occasion when it clearly goes well beyond the normal job performance expectations in such a manner as to ensure the Library District continues to function well even when faced with extraordinary challenges or circumstances. It implies *rare* and truly outstanding performance results, and the way they are achieved far exceeds normal requirements for the jobs and results expected. Performance results in this category are those clearly acknowledged by all within the institution as a model of excellence.

Any individual Trustee may nominate an employee or group of employees for such recognition as as a recipient of *The Library Trustee Award for Exemplary Service*.

The following are examples of criteria appropriate for this special award. These address employee achievements related to activities over and above assigned responsibilities, which in some meaningful way ensure the Library District's success when faced with special circumstances.

- Performing extra duties beyond those normally assigned.
- Performing other roles in the face of staff shortages.
- Volunteering for and working on special projects.
- Volunteering to serve on a department or institution committee and contributing to its success.
- Developing new work methods that reduce waste or stretch resources.
- Making creative suggestions that save the department time/money.
- Providing services to others that are beyond assigned responsibilities.
- Employees who perform normally assigned responsibilities at an exceptional level.

The written nomination for this award will be forwarded to the Executive Director, who will advise on the merits of the nomination. A nomination with the support of the Executive Director will be presented to the Board of Trustees for final vote including a Resolution of support.

The award will consist of an amount of paid time off determined in consultation with the Executive Director, a framed copy of the supporting resolution, and any other consideration as determined by the Pueblo City-County Library Board of Trustees at the time the award is granted.