

Resolution 2026-R-25

A Resolution Adopting the City of Irondale Employee Excellence Award Policy

WHEREAS, the City of Irondale values its employees and their contributions to the community; and

WHEREAS, the City desires to recognize employees who go above and beyond their regular job duties; and

WHEREAS, the Employee Excellence Award Policy establishes guidelines to recognize outstanding performance through a monetary award;

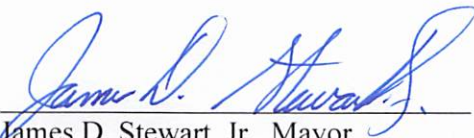
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Irondale, Alabama, in regular meeting duly assembled, a quorum being present that the employee excellence award policy, in the form attached hereto as Exhibit A, is hereby adopted by the City Council of the City of Irondale.

ADOPTED AND APPROVED: This 20th day of January 2026.



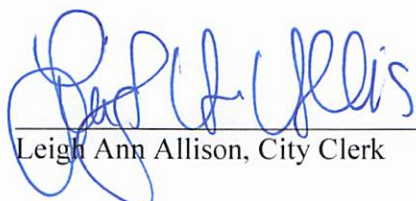
David Spivey, City Council President

APPROVED:



James D. Stewart, Jr., Mayor

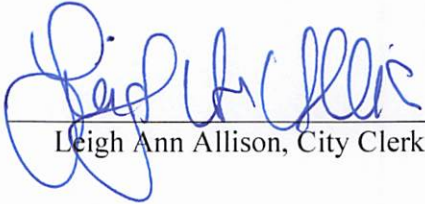
ATTESTED:



Leigh Ann Allison, City Clerk

CERTIFICATION

I, Leigh Ann Allison, the City Clerk of the City of Irondale, Alabama, hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Irondale at its regular meeting held on January 20th, 2026, as the same appears in the minutes of record of said meeting.



Leigh Ann Allison, City Clerk

EXHIBIT A

City of Irondale

Employee Excellence Award Policy

Bottom Line Up Front

This policy establishes a \$1,000.00 award to recognize City of Irondale employees who consistently exceed their job requirements. Eligible employees must have at least one year of service, no recent disciplinary actions, and demonstrate excellence in at least three qualifying performance areas. Only one nomination may be submitted per department each quarter. The Mayor will make any awards under this policy. Recipients may receive this award once per fiscal year and will be recognized at a City Council meeting.

Purpose

To recognize and reward City of Irondale employees for exemplary performance or for innovations that significantly reduce costs or result in outstanding improvements in services to the public.

Award Amount

\$1,000.00, processed through payroll with applicable tax withholdings.

Eligibility Requirements

- Full-time or part-time City of Irondale employee in good standing;
- Minimum of one year of continuous service;
- No disciplinary actions within the past 12 months; and
- Employees may receive this award no more than once per fiscal year.

Qualifying Performance Standards

In order to qualify for consideration, an employee must demonstrate excellence in at one of the following areas:

1. **Innovations that significantly reduce costs or result in outstanding improvements in services to the public, including but not limited to:**
 - a. **Initiative & Innovation** – Independently identified and implemented improvements to processes, services, or operations without being directed to do so
 - b. **Community Impact** – Efforts that strengthened relationships between the City and residents, businesses, or community partners beyond regular job duties; or
2. **Exemplary performance, including but not limited to:**
 - a. **Exceptional Service Delivery** – Consistently delivered service above established standards, resulting in measurable positive outcomes or documented citizen or stakeholder commendations;

- b. **Fiscal Stewardship** – Actions that resulted in quantifiable cost savings, revenue enhancement, or more efficient use of municipal resources; or
- c. **Leadership & Collaboration** – Mentored colleagues, led cross-departmental efforts, or fostered teamwork that enhanced organizational effectiveness
- d. **Community Impact** – Efforts that strengthened relationships between the City and residents, businesses, or community partners beyond regular job duties
- e. **Outstanding Participation in City Events** – Demonstrated exceptional involvement in municipal functions, community celebrations, or civic engagement activities that reflect positively on the City of Irondale

Nomination Process

- Nominations may be submitted by department heads, supervisors, or peers,
- Self-nominations are prohibited
- Only one nomination may be submitted per department each quarter
- Nominations are accepted on a rolling basis and reviewed quarterly

Documentation Required

- Written narrative describing specific actions exceeding job requirements
- Supporting evidence such as metrics, commendations, before-and-after comparisons, or witness statements

Selection Committee

The Mayor and City Clerk shall review all nominations and make final award determinations.

Tax Disclosure

This award constitutes taxable income. The award amount will be processed through payroll with all applicable federal, state, and local tax withholdings.

Public Recognition

Award recipients will be recognized at a regular City Council meeting and featured in official City communications.

Record Keeping


The City Clerk shall maintain a permanent record of all award recipients, including the award date, qualifying performance areas, and supporting documentation. This record shall be available for public inspection upon request.

Retroactive Disqualification

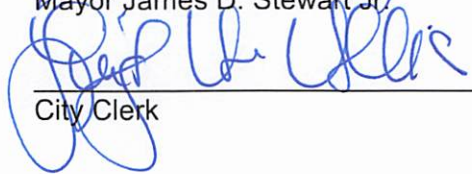
If an employee receives disciplinary action between nomination submission and award presentation, the nomination is automatically voided.

Effective Date: 1/20/2020

Approved:



Mayor James D. Stewart Jr.



City Clerk