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July 9, 2019

VIA EMAIL: finance.advisory@culvercity.org

Crystal Alexander
Nancy Barba
Christopher Harris
Sean Kearney
Alejandro Lara
Jane Leonard
Darrel Menthe
Brian Sua
Finance Advisory Committee
City of Culver City – City Hall
9770 Culver Boulevard
Culver City, CA 90232

Re: July 10, 2019 Meeting
Proposed Agenda Item – Effective Suggestion/Idea System
Supplement to Prior Letter

Committee Members:

This letter supplements my July 4, 2019 letter to you. Please find attached hereto a copy of Culver City's response to my recent Public Records Act request. According to responses, in the past ten years Culver City has: (1) had no suggestion system; (2) has no record of any announcement soliciting suggestions from employees or receiving any suggestion from an employee. The California State Controller's website informs us that, in 2018, Culver City had 883 employees. "[T]here is a strong link between [an organization's] culture and the flow of employee ideas." ("Ideas Are Free," p. 218.) Culver City's government has a culture of wasting its most valuable resource—its employees' knowledge and creativity. This is unacceptable.

Please communicate with me if further information is desired.

Yours truly,

Les Greenberg

LG:pg

Subject: FW: Public Records Request - Les Greenberg (June 25, 2019)

From: "Jones, Onyx" <Onyx.Jones@culvercity.org>

Date: 7/8/2019, 3:40 PM

To: "plgreen@att.net" <plgreen@att.net>

CC: "Clerk, City" <city.clerk@culvercity.org>

Hello Mr. Greenberg,

Below you will find information responsive to your Public Records Request #190625 that was received by the City on June 25, 2019.

1. For the past ten years, records showing Culver City's policies and procedures to solicit ideas, e.g., suggestion box, from Culver City employees to improve or make more efficient the operation of Culver City government.

Refer to City of Culver City Civil Service Rules ([HERE](#)), Rule 15 - Employee Recognition and Incentive Program for Outstanding Job Performance (pages 64 – 65).

2. For the past ten years, records showing Culver City's policies and procedures to evaluate ideas received from Culver City employees to improve or make more efficient the operation of Culver City government.

Refer to City of Culver City Civil Service Rules ([HERE](#)), Rule 15 - Employee Recognition and Incentive Program for Outstanding Job Performance (pages 64 – 65).

3. For the past ten years, records showing Culver City's policies and procedures to implement ideas received from Culver City employees to improve or make more efficient the operation of Culver City government.

Refer to City of Culver City Civil Service Rules ([HERE](#)), Rule 15 - Employee Recognition and Incentive Program for Outstanding Job Performance (pages 64 – 65).

4. For the past ten years, records showing Culver City's policies and procedures to tract the implementation of ideas received from Culver City employees to improve or make more efficient the operation of Culver City government.

There are no records responsive to this request.

5. For the past ten years, records showing Culver City's policies and procedures to reward Culver City employees who provided ideas to improve or make more efficient the operation of Culver City government.

Refer to City of Culver City Civil Service Rules ([HERE](#)), Rule 15 - Employee Recognition

and Incentive Program for Outstanding Job Performance (pages 64 – 65).

6. For the past ten years, records showing each award to a Culver City employee who have provided an idea to improve or make more efficient the operation of Culver City government.

There are no records responsive to this request.

7. For the past ten years, records showing Culver City's policies and procedures to train Culver City employees to provide ideas to improve or make more efficient the operation of Culver City government.

All City Employees receive training on City of Culver City Civil Service Rules ([HERE](#)) during employee orientation, which includes Civil Service Rule 15 - Employee Recognition and Incentive Program for Outstanding Job Performance. Additionally, S.T.A.R. (Supervisor Training And Recognition) trainings are periodically offered to supervisors and managers to equip them with tools for building workplace morale.

8. For the past ten years, records show each announcement of Culver City government to solicit Culver City employees to provide an idea to improve or make more efficient the operation of Culver City government.

There are no records responsive to this request.

9. For the past ten years, records showing Culver City's policies and procedures to evaluate idea systems for solicitation through implementation and reward for ideas from Culver City employees to improve or make more efficient the operation of Culver City government.

Refer to City of Culver City Civil Service Rules ([HERE](#)), Rule 15 - Employee Recognition and Incentive Program for Outstanding Job Performance (pages 64 – 65).

Thank you.

Onyx Jones

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will be treated as a Public Record per the California Public Records Act, and may be subject to disclosure pursuant to the terms, and subject to the exemptions, of that Act.

RULE 15

EMPLOYEE RECOGNITION AND INCENTIVE PROGRAM FOR OUTSTANDING JOB PERFORMANCE

15.1 Policy: It shall be the policy of the City to recognize and reward outstanding job performance of the City's classified and unclassified employees through an established program.

15.2 Outstanding Job Performance Criteria: The following examples shall be considered appropriate criteria for outstanding performance awards:

- a. **Sustained Job Performance Superiority:** Whenever an employee performs the duties of the employee's position in a manner superior to that of others in similar positions, in terms of skill, devotion to duty, originality or like manner for six (6) months or more.
- b. **Outstanding Performance Evaluation Rating:** Whenever an employee receives an overall rating of "Excellent" on the employee's annual performance evaluation.
- c. **Acts of Bravery or Safety:** Whenever an employee performs a heroic act, involving the risking of the employee's life or limb to help others, or the saving of or attempting to save a human life.
- d. **Extraordinary Performance (Single Act):** Whenever an employee's extraordinary single act results in significant achievements.
- e. **Performance Improving Workplace Environment:** Whenever an employee's acts or performance contributes to the improvement of health, safety or morale for the City or the employee's department.
- f. **Inventions or Suggestions:** Whenever an employee invents or suggests anything for the use of the City which results in significant savings in manpower, money or materials.
- g. **Other Performance:** Other types of outstanding job performance not enumerated above may be considered, based on evidence submitted by the appointing authority.

15.3 Outstanding Job Performance Recognition Program: The types of recognition available for the appointing authority to utilize in recognition of outstanding job performance includes the following:

- a. Oral recognition by the appointing authority.
- b. Written recognition by the appointing authority with copies to the employee and the Human Resources Department for placement in the employee's personnel file.
- c. City Council resolution commending the employee, i.e., City Council commendation.
- d. Granting of up to three (3) working days off with pay.
- e. Increase in compensation (step advancement within range prior to scheduled date or additional step beyond that scheduled).
- f. Cash award, up to \$1,000. Cash award will be taxable, non-PERSable and subject to available funds within the awarding department's budget.
- g. A combination of any of the recognition awards set forth above.

15.4 Procedures: The appointing authority may recommend an employee for an outstanding job performance which meets the criteria of the program. The appointing authority shall prepare written recommendations and shall forward them to the City Manager for approval, disapproval or modification. The recognition award and/or commendation (excluding oral and written recognition by the appointing authority) shall be forwarded to the Commission for public acknowledgment.

15.5 Employee Service Awards: Employees shall receive a service award for the completion of each five (5) years aggregate service with the City. Such awards shall be determined by the Human Resources Director, subject to the approval of the City Manager. Service awards shall be presented to the employee by the City Council at a City Council meeting or any other formal meetings, in the presence of the appointing authority or department representative.

15.6 Retirement Recognition: Employees who retire or resign after ten (10) or more years of service are eligible to be honored by the City Council at a City Council meeting. A retirement award may be presented to the employee at the time of recognition.