

## **Irving Convention and Visitors Bureau Employee Recognition Programs**

### **The Semi-annual Star Award**

#### **Objective:**

The Employee Recognition Program recognizes and celebrates outstanding contributions made by employees of the Irving Convention and Visitors Bureau. It aims to foster a positive, appreciative work culture that rewards dedication, teamwork, and excellence. The program is designed to boost morale, encourage peer recognition, and motivate employees to strive for excellence in their roles.

#### **The Semiannual Star**

##### **Nomination and Selection Process:**

1. Any ICVB employee may submit a nomination using the form located on the staff portal.
2. Nominations should be based on exceptional performance, dedication, teamwork, leadership, innovation, or other noteworthy contributions to the organization, and should incorporate how the nominee lives the organization's values out loud.
3. The Assistant Executive Directors will review all nominations and engage in open discussion to select the most deserving candidate.

*Note: The Executive Director and Assistant Executive Directors are not eligible for nomination to ensure the focus remains on staff-level recognition and to support a motivating and inclusive environment.*

##### **Recognition and Rewards:**

1. The Employee will be announced during an ICVB staff meeting.
2. The selected employee will receive:
  - One day off, to be used within one month of receiving the award. This day off may not be "banked" for later use.
  - Recognition at an ICVB Board Meeting during the annual review of program recipients.
  - Dedicated parking space in Convention Center garage for six-month period, coinciding with the recognition time.
  - The awardee will also be recognized on the Impacting Irving Facebook page and the Visit Irving Linked In page (unless he/she elects not to).
  - Recognition on the in-office screens for the recognition time.

##### **Guidelines:**

1. All full-time, non-executive employees of the ICVB are eligible to receive the Semi-Annual Employee Star Award.
2. The selected employee should embody the ICVB's values and consistently demonstrate exceptional performance in their role.
3. Nominations and selections will be fair, transparent, and based solely on merit.
4. Employees are encouraged to participate actively in the nomination process to help ensure deserving individuals are recognized.

## **Employee Shout Out and Recognition**

### **Nomination Process:**

This award recognizes coworkers who go above and beyond, helped or simply deserves recognition for doing an outstanding job.

### **Recognition and Rewards:**

1. The Employee submissions will be announced during an ICVB staff meeting.
2. The nomination form will be displayed on the Convention Center computer screens located throughout the Convention Center.

### **Guidelines and Process:**

1. All full-time, employees of the ICVB are eligible to receive Employee Shout Out and Recognitions.
2. The selected employee should embody the ICVB's values and consistently demonstrate exceptional performance in their role.
3. The Employee Shout Out form is located on the Team Irving Web Portal and may be submitted by CVB or ICC staff. You must be specific when nominating your coworker on what was done to go above and beyond.

### **Team Irving Values**

#### **TRUST**

Trust is our foundation: We trust in each other, our teams and the process and know each of us is true to our word.

#### **RESPECT**

Everyone and everything deserve my respect.

#### **COMMUNICATION**

I Listen, I Hear, I Respond, I Act.

#### **PERSONAL RESPONSIBILITY**

Do the right thing.

#### **EMPOWERMENT**

Do what needs doing when it needs to be done.

#### **PURPOSEFUL**

We are deliberate in our actions towards the common purpose of making Irving stronger.