

Chapter 9: Employee Recognition

Section 9-1: Purpose

The accomplishments and values of County employees provide the cornerstone of successful operations. It is the policy of the County that there be a program to recognize employees whose quality performances contribute significantly to the advancement of the goals, values, and business of the County.

Section 9-2: Department Implementation

While each function of County government is important to the organization, there are extensive differences in the type and nature of the roles of each department. It is the responsibility of each Department Head to insure that one or more programs are used in a timely fashion for the purpose of recognizing employees within that department. This policy provides sufficient flexibility to acknowledge that diversity in determining the criteria for selection and the manner of presentation is required. In all cases, however, recognition considers quality employee performance, is consistent with the values of the organization, and strives to foster teamwork and cooperation rather than competition. Department Heads are responsible for keeping the County Administrator informed as to the implementation of recognition programs within their department.

Department Heads, and all others in the supervisory chain, are expected to regularly recognize employee accomplishment through verbal and written affirmation. Tangible expressions of appreciation are permitted within departmental funds appropriated by the Board for that purpose.

Section 9-3: Service Recognition

a. **Length of Service.** It is the policy of the County to recognize classified employees for each five years of continuous service. Continuous service is defined as service with the County where there has been no break in service for a period of thirty (30) or more consecutive days. Authorized leaves of absence shall not destroy continuity of service and credit for such time will be granted for purposes of this chapter. Employees who voluntarily resign or are laid off and later re-employed with the County shall not receive credit for the previous employment with the County. Awards shall be made according to the following schedule:

<u>Years</u> <u>of</u> <u>Service</u>	<u>Recognition</u>
5	Value not to exceed \$55
10	Value not to exceed \$95
15	Value not to exceed \$145
20	Value not to exceed \$195
25	Value not to exceed \$245
30	Value not to exceed \$295

b. **Employees Who Leave in Good Standing**

Awards shall be presented at a regular Board of Supervisors meeting, when applicable, just prior to retirement or departure. Awards shall normally consist of a proclamation and a gift for services rendered over at least ten (10) years of service.