

## ARTICLE 5.11.1: EMPLOYEE RECOGNITION AND AWARDS PROGRAM

### SECTION 5.11.1: EMPLOYEE RECOGNITION AND AWARDS PROGRAM.

- (a) Establishment and Purpose of Program. Individual departments may enact employee recognition and awards programs. The purpose of such programs is to recognize exemplary individual employees and groups of employees and improve public service through enhanced motivation. Through such programs, departments may grant commendations, cash and non-cash employee recognition leave awards to selected individual employees or groups of employees as authorized herein.
- (b) Definition. The Employee Recognition and Awards Program is administered by each appointing authority for the benefit of the employees in the appointing authority's department/office. Awards for recognition of individual employees and groups of employees shall be provided as authorized in this article. The purpose of such program shall be to improve productivity and/or customer service through enhanced motivation.
- (c) Criteria. An eligible individual employee or group of employees shall have demonstrated sustained above-average performance which (1) consistently has a positive impact on over-all efficiency and/or productivity in an area or function of the department or office; and/or (2) which enhances public relations and customer service. Each participating department shall establish and maintain written guidelines additional to these criteria for eligibility for specific awards under its Employee Recognition and Awards Program. Such guidelines shall not conflict with the provisions of this article.
- (d) Method of Calculation.
  - (1) Funding. Payment of cash and non-cash awards shall be from department appropriations.
  - (2) Types of Awards. Recognition awards may include job enhancements such as office supplies or equipment, or they can be more suited to individual interests, such as tickets to local events, gift certificates, luncheons or dinners, flowers, plaques, cash, employee recognition leave, or any other items of monetary or non-monetary value that the appointing authority determines will provide motivation, falls within the overall cost limitations prescribed herein, and is consistent with the criteria set forth under Subsection (c) above and Section 4.2.11, Employee Recognition Leave.
  - (3) Maximum Award.

- (a) The maximum total cash or non-cash value of each separate award shall not exceed \$1,000.00 and no one employee shall receive awards valuing more than \$1,000.00 per fiscal year.
- (b) The Countywide Customer Service Super Hero Program and the Countywide Employee Wellness Incentive Program awards sponsored by the Department of Human Resources shall not be included in the maximum amount of the award.

(Amended 01/11/13, Ord. No. 10244)

- (c) The cash value of Employee Recognition Leave shall not be included in the maximum amount of the award.
- (d) Any plaque/certificate commemorating the award up to a maximum cash value of \$20.00 shall not be included in the calculation of the maximum amount of the awards.

- (e) Reporting. A semi-annual report of the number, type and cash value of each award granted shall be submitted to the Chief Administrative Officer by the department at the end of each fiscal year and at the end of each calendar year.
- (f) Eligibility. Employees in classes designated AE, AM, AS, CC, CE, CEM, CL, CM, CR, CS, DA, DI, DM, EM, FS, HS, MA, MM, NA, NE, NM, NR, NRT, NS, PD, PM, PO, PR, PS, RN, SO, SS, SW or UM are eligible for recognition awards under this program.

(Added 04/06/90, Ord. No. 7730)  
 (Amended 07/27/90, Ord. No. 7777)  
 (Amended 07/27/90, Ord. No. 7789)  
 (Amended 12/14/90, Ord. No. 7835)  
 (Amended 06/11/93, Ord. No. 8248)  
 (Amended 03/28/97, Ord. No. 8773)  
 (Amended 11/07/97, Ord. No. 8843)  
 (Amended 07/03/98, Ord. No. 8930)  
 (Amended 12/18/98, Ord. No. 8987)  
 (Amended 02/12/99, Ord. No. 8998)  
 (Amended 12/04/01, Ord. No. 9405)  
 (Amended 01/18/08, Ord. No. 9912)  
 (Amended 08/01/08, Ord. No. 9946)  
 (Amended 09/26/08, Ord. No. 9955)  
 (Amended 04/15/16, Ord. No. 10418)

SECTION 5.11.2: DEFINITION.

(Repealed 01/18/08, Ord. No. 9912)

SECTION 5.11.3: CRITERIA.

(Repealed 01/18/08, Ord. No. 9912)

SECTION 5.11.4: METHOD OF CALCULATION.

(Repealed 01/18/08, Ord. No. 9912)

SECTION 5.11.5: REPORTING.

(Repealed 01/18/08, Ord. No. 9912)

SECTION 5.11.6: ELIGIBILITY.

(Repealed 01/18/08, Ord. No. 9912)