

EMPLOYEE RECOGNITION PROGRAM

A. Policy

The County Board authorizes awarding nominal gifts as a means to recognize employees for their service, dedication and contributions to Itasca County. The nominal gifts include, but are not limited to, such items as follows: certificates, plaques, pins, coffee mugs, pen sets, book, logoed clothing items, gift certificates, and savings bonds.

The Board delegates the responsibility to manage the Employee Recognition Program to the Human Resources Department.

As a means of accountability to the public, the County Board requires the County Administrator to annually report to the County Board the following: 1) a list of all County employees and agencies which have been recognized during the current year; 2) The category/description of recognition; and 3) The recognition award, if applicable. Note that the IRS considers gift certificates and savings bonds to be taxable income.

B. Justification

Public expenditures for County employee recognition programs serve a public purpose in that formally recognizing employees who make significant contributions and demonstrate their commitment during the performance of their duties results in higher morale and productivity among all County employees and therefore helps the County fulfill its statutory responsibilities in an efficient and cost-effective manner.

C. Eligibility

All regular full and part-time employees are eligible for the employee recognition program.

D. Recognition

Newly hired employees: Itasca County recognizes all newly hired employees at the first meeting following their official hire date. Recognition is included in the official board minutes.

Promotions, Transfers, Voluntary Demotions: Itasca County recognizes all employee promotions, transfers, and voluntary demotions at the first meeting following the effective date. Recognition is included in the official board minutes.

Years of Service: Itasca County recognizes employees for years of service. Years of service increments include 5, 10, 15, 20, 25, 30, 35, and 40 plus years. Completion of service increments is determined by anniversary date for regular full-time employees. Completion of service increments for regular part-time employees is determined by paid hours of work utilizing a 2080 hour work year.. The Itasca County Board annually recognizes employees for their years of service and Years of Service recognition is included in the official County Board Minutes. Perpetual plaques with the names of employees fitting in the service increments are displayed at the Courthouse.

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Separation of Employment: Upon separation of employment in good standing, employees receive a letter of appreciation and a certificate of service. Employees are recognized at the meeting prior to the resignation date. Recognition is included in the official board minutes.

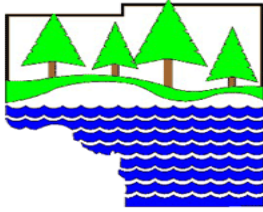
Retirement: Itasca County recognizes retiring employees through the award of a nominal recognition item to be selected by the retiring employee including but not limited to an engraved plaque, engraved pen set, engraved clock, logoed county clothing item, or US Savings bond. Employee retirement is recognized at a regular County Board meeting and included in the official board minutes.

Death: Upon the death of a current employee the Administrator on behalf of the County Board is authorized to send a letter of condolence to the family of the deceased employee. Further, the Administrator is authorized to order on behalf of the County flowers or another suitable memorial of nominal value for presentation at the funeral, wake, or other service, or to the family of the deceased.

Other: Employees may be recognized in other special circumstances or for other specific contributions upon recommendation of a Department Head and approval of the County Administrator provided the recognition meets the definition of nominal gift and is documented in the annual report to the Board.

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Board Approved: 12/22/1998; 01/27/2004; 01/22/2013



**ITASCA COUNTY
BOARD OF COMMISSIONERS**
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

January 22, 2013
Regular Meeting

REQUEST FOR BOARD ACTION RBA-2013-20

DEPARTMENT: Administrative Services

PRESENTER: Trish Klein

TIME REQUIRED: 5 minutes

AGENDA ITEM:

Employee Recognition Policy Update

BOARD ACTION REQUESTED:

Approve the revised Employee Recognition Policy.

BACKGROUND:

The Itasca County Recognition Program policy has been reviewed with recommended updates. Recommendations include the addition of a "years of service" pin and the addition of choice for the retirement recognition nominal gift. Currently retiring employees receive a wooden plaque. Some of the ideas for the options include a new style engraved plaque, an engraved pen set, an engraved clock, an Itasca County logo clothing item, or a US Savings bond. Other language changes include the addition of language regarding the method used to determine eligibility for years of service for part-time employees. Other key changes are related to including the other types of recognition that the county currently does such as recognition of new employees at the Board table as well as a suggestion for how to handle condolences to the families in the event of the death of an active employee. And finally a suggestion for a means of accountability for employee recognition expenses has been added to the policy. The purpose of the revision is to add an element of choice to the retirement recognition based on feedback of recent retiree and to increase employee turnout at recognition events. Internal HR changes associated with the policy draft revisions include personal invitations to employees receiving recognition to attend the Board meeting where their recognition is scheduled. Attached is a draft of the recommended policy changes and a copy of the existing employee recognition policy. Note this is a draft and open to ideas and suggestions.

ITEM HISTORY:

History:

01/15/13 COUNTY BOARD
NEXT: 01/22/13

RECOMMENDED FOR CONSENT

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

- Employee Recognition Policy Current (DOC)

- Employee Recognition Policy and Procedure Draft Revision (DOC)

RESULT: **ADOPTED [UNANIMOUS]**
MOVER: Leo Trunt, District #3
SECONDER: Davin Tinquist, District #1
AYES: Tinquist, Snyder, Trunt, Eichorn, Mandich