

309 EMPLOYEE RECOGNITION

Policy Adopted: 11-06-04

Policy Amended: 11-17-2015

Amended: 3-27-18

Revised :

309.01 POLICY STATEMENT

Wright County recognizes employees are a valuable asset in service-oriented county government and wishes to acknowledge and recognize its employees for their extraordinary achievements.

309.02 SPECIFIC AREAS OF RECOGNITION

No department shall deviate from the employee recognition policy and provide gifts outside of this Policy. No Department shall provide gifts without the knowledge of the County Board and Administration Department.

Welcome to New Employees - The County Board wishes to acknowledge and welcome new employees and encourages their introduction to the County Board either at a County Board or Health & Human Services Board meeting. Each new employee will be provided with a Lanyard or Badge Clip for their Key Card when their photo is taken. The County will also recognize the addition of each new employee on the County Blog, welcoming them to Wright County.

Length of Service and Retirement Recognition ~~Employees will be recognized on the County Blog on their anniversary date and upon their retirement. An Email will be sent congratulating them on their achievement.~~ Employees are eligible for a service award for each five-year interval of continuous permanent full-time or part-time employment with Wright County. Retirements will be recognized upon reaching ten years of service and age 50, or after any length of service at age 65.

Achievement Awards - *Employee of the Year and Group or Department of the Year*

The County wishes to recognize employees whose performance show exemplary achievement, contribution, and performance in their jobs and other related duties within and beyond their own offices; employees whose efforts have inspired and supported the performance and achievement of others; who have demonstrated a positive attitude toward work responsibilities, co-workers, and customers while serving as a role model for others.

309.03 PROCEDURES

~~An awards presentation ceremony shall be held no later than March of each year to be presided over by the County Board.~~

A. Length of Service ~~and Retirement~~ Recognition:

A Recognition awards ceremony will be held quarterly during a County Board meeting

during the months of March, June, September and December. Each employee reaching a milestone, as indicated below, will be presented with the items identified below at an annual based on their years of service. Awards ceremony:

- 5 Yrs – Laminated Certificate, *Coffee Mug, County T-shirt
 - 10 Yrs – Laminated Certificate, *Coffee Mug, County Sweatshirt
 - 15 Yrs – Laminated Certificate, *Coffee Mug, \$50 VISA Gift Card
 - 20 Yrs – Laminated Certificate, *Coffee Mug, \$100 VISA Gift Card
 - 25 Yrs – Laminated Certificate, *Coffee Mug, \$200 VISA Gift Card
 - 30 Yrs – Laminated Certificate, *Coffee Mug, \$300 VISA Gift Card
 - 35 Yrs – Laminated Certificate, *Coffee Mug, \$350 VISA Gift Card
 - 40 Yrs+ Laminated Certificate, *Coffee Mug, \$400 VISA Gift Card
- (*Coffee Mug, or alternative item when mugs are no longer available.)

For implementation purposes of this revised Policy, the first Years of Service Recognition ceremony will be held in June 2021. That will include recognition of Employees reaching their Years of Service milestone between January 1, 2021 thru June 30, 2021.

The remainder of the year shall follow the normal cycle:

- September ceremony will recognize July 1 thru September 30
- December ceremony will recognize October 1 thru December 31

In 2022 and forward:

- March Ceremony will recognize January 1 thru March 31
- June ceremony will recognize April 1 thru June 30
- September ceremony will recognize July 1 thru September 30
- December ceremony will recognize October 1 thru December 31

B. Retirement Recognition:

Retirees will be provided the option of receiving either a retirement plaque or a \$50 VISA Gift Card. They may also attend a County Board meeting to be recognized at which time the plaque or the gift card will be presented to them.

Employees that have reached a milestone and retire prior to the Years of Service ~~employee~~ recognition ceremony will receive all items due them upon retiring.

B-C. Achievement Awards – “Employee of the Year” and “Group or Department of the Year”

The County wishes to recognize employees whose performance show exemplary achievement, contribution, and performance in their jobs and other related duties within and beyond their own offices; employees whose efforts have inspired and supported the performance and achievement of others; who have demonstrated a positive attitude toward work responsibilities, co-workers, and customers while serving

as a role model for others.

The following achievement awards shall be presented ~~at an annual awards~~
annually at the last Board meeting held in February ~~presentation ceremony:~~

Employee of the Year:

Acknowledgement at the annual ~~Recognition~~ Achievement Award Ceremony
\$50 Gift Card
Acknowledgment on Perpetual Plaque (No Individual Plaque)
Acknowledgement in Blog / County Newsletter

Group or Department of the Year:

Acknowledgement at the annual ~~Recognition~~ Achievement Award Ceremony
Choice of :
a. Rolls & Coffee/Juice provided one morning for the group, or
b. A \$5 gift card to a local business (i.e. Subway, Scoop Shop, etc)
Acknowledgment on Perpetual Plaque
Acknowledgement in Blog/County Newsletter

Employees that are nominated for either Employee or Group of the Year, but not selected, will also be recognized by the County Board during the annual achievement awards ceremony. Recognition shall include why they were nominated and who nominated them.

309.03 NOMINATION PROCESS

Nominations for achievement awards for Employee of the Year and Group or Department of the Year may be initiated by any County ~~employee, and employee and~~ will be taken throughout the year. All submittals must be submitted by January ~~31~~ 10 of the following year, to be considered for the ~~annual recognition achievement award. ceremony. Those that submit a nomination will have his or her name placed in a drawing for a \$10 vending machine gift card. This drawing will be done on a quarterly basis at the end of March, June, September and December of each year.~~

Nominations are to be submitted through SharePoint to be eligible. This can be found on the Intranet's home page, under Administration.

The Employee Recognition Committee shall review the nominations, and shall select the most deserving individual and group or department based on the following criteria:

1. Employees who show exemplary achievement, contribution and performance in their job and other related duties within and beyond their own office.

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2. Those whose efforts have inspired and supported the performance and achievement of others.
3. Those who have demonstrated a positive attitude toward work responsibilities, co-workers, and extraordinary customer service while serving as a role model for others.

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