

## **EXHIBIT A**

**Effective Date: 6-01-94**

**Revision Date: 10-26-11**

### **Sec. 307 EMPLOYEE RECOGNITION**

Employees who earn a District service pin in any 5 year increment or who have conducted a class for the employees on any special subject outside the range of the employees normal duties or who have been recognized for any outstanding accomplishment of benefit to the District shall, with the Manager's prior approval be recognized with a lunch for the employee and one of the employee's supervisors. The lunch shall be provided at the expense of the District subject to the limits stated herein.

The District shall pay for the cost of both the employee and supervisor's meals (including meal, tip and tax) up to a maximum of 50% of the M&IE rate for the Seattle area as set forth in IRS publication 1542 for each meal. No District funds shall be used for the cost of alcoholic beverages. Any costs that exceed the specified limit shall be the sole responsibility of the individual that exceeds the limit. The employee and or supervisor must submit a receipt for the lunch to receive the reimbursement.

In order to enhance employee morale and to improve the organizational effectiveness of the District, all employees may be recognized for their services during the year with an annual employee recognition luncheon in December. The cost of the employee meals and non-alcoholic drinks shall be paid by the District.

(Res. 2011-14; Res. 2010-1; Res. 2009-15; Res. 2001-13 & 1)

**MIDWAY SEWER DISTRICT  
RESOLUTION NO. 2011-14**

**RESOLUTION AMENDING DISTRICT EMPLOYEE HANDBOOK**

**Background:** The Board of Commissioners believes it is necessary to update and clarify Section 307 of the District's Employee Handbook relating to Employee Rewards.

The Board believes employee recognition is essential to retention of qualified employees and enhances the organizational effectiveness of Midway Sewer District by recognizing employees that have provided specific years of service or who have performed duties above and beyond their regular job duties.

**Resolution:** NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Midway Sewer District approves the following action:

Section 307 of the District's Employee Handbook shall be amended in accordance with the attached **Exhibit A**.

The Employee Handbook changes shall become effective immediately.

**Adoption:** ADOPTED at a regular meeting of the Board of Commissioners of Midway Sewer District on October 26, 2011, the following Commissioners being present and voting:

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Commissioner

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Commissioner

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Commissioner