

CITY OF TUMWATER
POLICY MANUAL - PART 2: OPERATING POLICIES

SECTION 4
EMPLOYEE RECOGNITION

- 4.01 Purpose
- 4.02 Definition
- 4.03 Policy

4.01 Purpose

To establish procedures and guidelines under which City funds can be utilized for the purpose of employee recognition.

4.02 Definition

Employee Recognition: For purposes of this policy, employee recognition means any award, token of appreciation, prize, meal, entertainment or event that is intended specifically to promote good will, foster a sense of pride in affiliation with the City, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for the City among City employees.

4.03 Policy

4.03.01 The City of Tumwater or its individual departments or work units may, subject to budgetary authority, expend funds for the purpose of employee recognition.

4.03.02 The expenditure of funds for a token of appreciation, prize plaque, award or similar item is limited to no more than \$125 total per employee per year and the number of awards given must be limited to no more than ten percent of the total number of employees within the department or work unit. Beginning in 2004, this amount will be adjusted annually using the COLA given to non-represented regular-status City employees. The Administrative Services Department will be responsible for calculating the annual expenditure limit.

4.03.03 The expenditure of funds for recognition of longevity of employment and/or retirement shall be limited to the amount in 4.03.02 plus \$2 for every year of service. This limit does not include sales tax, shipping and handling, and engraving charges.

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4.03 Policy

- 4.03.04 In no event shall the total of all awards/gifts received by an employee exceed the non-taxable limit as set by the Internal Revenue Service.
- 4.03.05 The expenditure of funds for meals related to an employee recognition event must be authorized by the City Administrator in advance and may not exceed the per employee cost of meals covered under the City of Tumwater Travel Policy governing travel status meals.
- 4.03.06 The City Administrator must approve the expenditure of funds for use of facilities, entertainment or similar costs for the purpose of employee recognition in advance.
- 4.03.07 Employee recognition events, contests or award programs are subject to the following requirements:
- a. The award program or contest must be preceded by written criteria which clearly delineate 1) the rules, procedures or basis for eligibility for the program or contest; and 2) the procedure to be used in determining the winner of the award or prize;
 - b. A written description of the type of award or prize which will be given must be available to all eligible employees in advance; and
 - c. The award program or contest must, within reason and consistent with the purpose of the program, be designed to include as many employees as possible.