

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Personnel	<b>Policy #</b> 2011-08
<b>Title:</b>	Employee Recognition Program	

## PURPOSE

The purpose of this policy is to maintain and promote employee satisfaction, morale, efficiency, and initiative, and the attraction and retention of high quality employees, which in turn results in high quality service to the public served by the District. The policy is consistent with Article IV, Section 17; Article XI, Section 10; and Article XVI, Section 6 of the California Constitution and California state law.

In the normal course of District operations, the Board of Directors recognizes that the District employees will accomplish various achievements and other job related successes for which recognition is both desirable and warranted. Additionally, other significant events may occur in the lives of employees during their term of employment with the District that would also warrant District recognition.

Recognition of such accomplishments and milestones can improve employee morale and job performance. Because the District is a direct beneficiary of increased employee morale and job performance, the Board of Directors desires to establish a process for employee recognition.

## BASIC POLICY AND GUIDELINES

The Board of Directors authorizes the General Manager to budget monies, not to exceed \$150.00 per employee per annum, for the following purposes:

1. Employee job-related achievement or superior performance recognition.
2. Employee recognition event, including awards for employment anniversary dates, recognized at five (5) year increments. Other awards include: certificates of appreciation, special certificates of merit and attendance awards for continuous attendance during any twelve (12) month period ending in the recognition year.
3. Employee retirement.
4. Birth of an employee's child or other significant milestone in an employee's life.

5. Bereavement acknowledgements for the death of an employee, an employee's close family relative or District retiree.
6. Seasonal District celebrations, e.g. December holiday lunch and annual employee appreciation lunch.

Types of expenses authorized under this policy include, but are not limited to, plaques, flowers, cards, refreshments and other minor items.

This policy will be reviewed bi-annually and will be utilized in the District's annual budget processing.

<b>Adopted by Rancho Murieta Community Services District's Board of Directors</b>	July 20, 2011
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