

LAKE CHELAN RECLAMATION DISTRICT

MANSON, WASHINGTON

RESOLUTION 2018-01

EMPLOYEE RECOGNITION POLICY

Background: The Board of Directors believes it is necessary to update the District's Employee Handbook with policy addressing Employee Recognition.

The Board believes employee recognition is essential to retention of qualified employees and enhances the organizational effectiveness of Lake Chelan Reclamation District by recognizing employees that have provided extended years of service and performed their duties above and beyond regular expectations.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Lake Chelan Reclamation District approves the following action:

Adoption of the Employee Recognition Policy into the Employee Handbook as outlined in attached Exhibit A.

The Employee Handbook change shall become effective immediately.

Adoption: Adopted at the regular meeting of the Board of Directors of Lake Chelan Reclamation District on Tuesday, January 9, 2018.

APPROVED

By: _____
President

ATTEST

By: _____
Secretary-Manager

EXHIBIT 'A'

EMPLOYEE RECOGNITION

1.1 Purpose:

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

1.2 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 District, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for the District, among District employees.

1.3 Policy:

- a. The Lake Chelan Reclamation District may, subject to budgetary authority, expend funds for the purpose of employee recognition, meetings and Board elections, deemed justifiable by the District Manager.
- b. 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 end of the summer luncheon in August, and/or an annual employee recognition luncheon in December. The cost of the employee meals and non-alcoholic drinks shall be paid by the District. Any guests in attendance will be required to pay the cost of their meal and drinks out of pocket.
- c. The District is requested to host the WSWRA meeting in the month of July, and will provide refreshments and non-alcoholic drinks for all attendees.
- d. In the event of a Board election, the employees and District customers in attendance, will be provided a meal with non-alcoholic drinks for their assistance.
- e. The expenditure of funds for meals related to an employee recognition event, meetings or elections, must be authorized by the District Manager in advance and may not exceed the per employee cost of meals covered under the District Travel Policy governing travel status meals.
- f. The expenditure of funds for recognition of longevity of employment and/or retirement shall be limited to \$250, plus \$5 for every year of service. This limit does not include sales tax, shipping and handling, and engraving charges.
- g. The District Manager must approve the expenditure of funds for use of facilities, entertainment or similar costs for the purpose of employee recognition, meetings and elections, in advance.