

## V. EMPLOYEE RECOGNITION

### GENERAL POLICY

It is the policy of Scott County to recognize employees for faithful years of service to the organization, for outstanding service to the County, and upon their retirement from County employment. Also to recognize those groups of Scott County employees involved in improving the community as well as improving the delivery of service to the citizens.

### SCOPE

This policy is applicable to the following:

All employees responsible to the Scott County Board of Supervisors;

All employees responsible to a county elected office holder including the elected office holder and Deputies;

All employees not directly responsible to either the Board of Supervisors or an elected office holder and whose governing body and the Board of Supervisors have certified its applicability.

Whenever the provisions of this policy are in conflict with the Code of Iowa, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the Code of Iowa will prevail.

### RECOGNITION FOR YEARS OF SERVICE

In appreciation for their long-standing contribution to the County service, regular full-time and regular part-time employees shall receive a recognition award beginning at five years of continuous service at the regularly scheduled Committee of the Whole meeting. The schedule of awards will be as follows:

<u>Years of Continuous Service</u>	<u>Recognition Award</u>
5	five-year pin and pad folio
10	ten-year pin and \$20 Simon gift card
15	fifteen-year pin and \$30 Simon gift card
20	twenty-year pin and \$40 Simon gift card
25	twenty-five-year pin and \$35 Simon gift card and a watch which includes the County logo

- 30 thirty-year pin and \$60 Simon gift card
- 35 thirty-five-year pin and \$75 Simon gift card
- 40 forty-year pin and \$100 Simon gift card and a crystal service award with etched County logo

In addition, the County will furnish the local news media with relevant information (name, job title, department and years of service) on recipients of a recognition award for years of service.

**RECOGNITION FOR OUTSTANDING SERVICE**

In the interest of recognizing outstanding service by County employees on a quarterly and annual basis, the following recognition program is established.

1. Quarterly Recognition Award. Any regular, full-time, or part-time employee may be nominated by any County employee for quarterly recognition of outstanding service to the County. Nominees should exemplify Scott County's PRIDE philosophy by their activities and contributions to the organization. Nominations will be considered quarterly and must be submitted by 4:30 p.m. on the established deadline date. Nominations received after these dates will be considered the following quarter.

A nomination form must be used when nominating an individual, and these forms are available un the intranet or by contacting the Human Resources Department. Nomination forms must be complete, legible and limited to no more than 500 words.

A selection committee (see #2 below) will review all nominations and select the employee who best exemplifies the County's PRIDE philosophy as Outstanding Employee of the Quarter. The employee will be presented with a plaque of appreciation and a \$50 gift to be presented by the Board of Supervisors at the Board's Committee of the Whole meeting. In addition, a plaque bearing the recipient's name, department and photograph will be displayed for a one-year period in an area designated by the Board.

2. Selection Committee. The selection of outstanding employees will be made by a 10-member selection committee. To ensure that a good cross section of employees is represented on the selection committee, appointments will be made in the following manner:
  - Departments with 10 or more employees will submit the names of two employees, one management and one non-management employee, for possible appointment to the selection committee. Departments with less than 10 employees will submit the name of only one employee.
  - From those names submitted by departments, a ten member selection committee will be appointed (one management and one non-management) from each of the

following departmental groups:

Group 1

Information Technology  
Office of the Administrator  
Human Resources  
County Attorney

Group 2

Conservation  
Facility & Support Services  
Secondary Roads

Group 3

Recorder  
Treasurer  
Auditor

Group 4

Jail  
Juvenile Detention  
Community Services

Group 5

Sheriff  
Health  
Planning & Development

- No more than one employee from the same department may serve on the selection committee at any one time.
- Committee members are limited to one term of two years. Appointments will be for two-year staggered terms.
- Anyone serving on the selection committee will be ineligible for the Employee of the Quarter or Year awards.

A quorum of the selection committee will consist of five members; however, a representative of each departmental group must be in attendance to make a selection.

The selection committee will vote annually to elect a chairperson from its membership. In addition other duties as determined by the committee, the chairperson will vote to break a tie in the selection process.

## **RECOGNITION AT RETIREMENT**

In the interest of recognizing an employee's accomplishments at the conclusion of his/her work life, regular full-time and regular part-time employees who retire from the County with five or more years of continuous service shall be formally recognized as indicated below. These awards will be presented by the Board of Supervisors, at a regular Board meeting, with the assistance of the relevant department head. The schedule of awards shall be as follows:

1. An employee who retires with at least five years of continuous service, but less than ten years, shall receive a framed certificate of appreciation in resolution form as approved by the Board.

2. An employee who retires with at least ten (10) years of continuous service, but less than twenty (20) years, shall receive an engraved, 5X7 plaque.
3. An employee who retires with at least twenty (20) years of continuous service, but less than thirty (30) years, shall receive an engraved, brass-plated plaque.
4. An employee who retires with thirty (30) or more years of continuous service shall receive an engraved, brass-plated plaque with an affixed time piece.

In addition, the County will furnish the local news media with relevant information (name, job title, department and years of service) on recipients of a recognition award at retirement.

### **ADMINISTRATIVE PROCEDURES**

1. The Human Resources Department is responsible for administering the provisions of this policy to ensure the timely presentation of recognition awards.
2. Department heads are expected to cooperate in the effective implementation of this policy by verifying lengths of service as may be needed, and by notifying the Human Resources department as far in advance as possible of impending retirements.