

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. 2993

AN ORDINANCE creating the City of Union Gap *Employee Recognition Program*.

WHEREAS, during the City's recent accountability audit, the Washington State Auditor stated there were expenditures for employee recognition awards that were not properly supported and allowable through City policy, and;

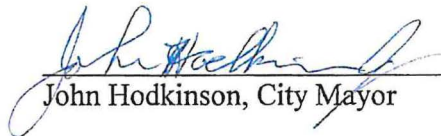
WHEREAS, the Auditor recommended that the City implement a recognition policy to allow for expenditures related to employee recognition, and;

WHEREAS, the City would now like to create City the *Employee Recognition Program* to allow for these costs.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP, WASHINGTON, DO ORDAIN AS FOLLOWS:

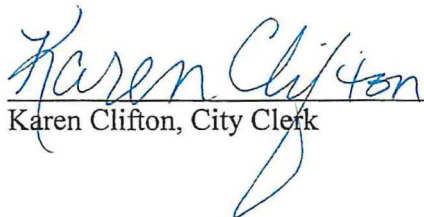
The *Employee Recognition Program* is created to provide a program for recognizing employees, as outlined in "Attachment A" attached hereto.

ORDAINED this 24th day of August, 2020.




John Hodkinson, City Mayor

ATTEST:



Karen Clifton, City Clerk

APPROVED AS TO FORM:



Bronson Brown, City Attorney



Employee Recognition Program

The City of Union Gap considers its employees to be one of its most important assets. The Employee Recognition Program is designed to recognize City employees who perform acts that exceed the expectations of the City in regard to conduct and service. The City will reward exemplary performance and dedication of the City's employees through the presentation of three awards:

- Annual Recognition Award
- Immediate Recognition Award
- Service Awards

Annual Recognition Awards

Annual Recognition Awards are based on extraordinary circumstances, not normal or routine duties performed by an employee. Such circumstances are:

- Identifying and implementing an event, program or policy, which promotes the positive attributes of the City to the general public and the City's workforce;
- Demonstrating the highest quality, innovative customer service, either for peer staff members or for the City's citizens or customers;
- Demonstrating heroism-public service without regard for cost to self;
- Instituting innovations which result in efficiency of operations and substantial cost savings to the City; or
- Demonstrating throughout their career with the City, distinguished service through an exceptional and sustained level of commitment, excellence in performing their duties and by continually placing the City first.

Immediate Recognition Awards

Immediate Recognition Awards are based upon exceptional circumstances associated with employee performance. Such circumstances are:

- Contributing to increased morale in the workplace.
- Performing job duties on a superior level.
- Performing exceptional customer service for either peer staff members or the City's citizens or customers that enhances public perception of City efforts.
- Contributing to the development of enhanced community relations.

Service Awards

Service Awards are based solely on the tenure of an employee. Employees will be recognized through the presentation of a Service Award in five year increments (5, 10, 15, 20, 25, 30, etc.).

Type of Award An employee that receives a Service Award will be presented with a plaque or and a small gift, such as a pen, service pin, or other token in appreciation. Funds for the awards/gifts will be budgeted for the program on an annual basis.

Eligibility – Full time and part time employees of the City are eligible to receive the Annual Recognition Award and Immediate Recognition Award. Full time employees of the City with five years of service or greater will receive the Service Award.

Budget – The expenditure of funds for a token of appreciation, 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 with the department or work unit.