

SALT LAKE COUNTY POLICY AND PROCEDURE
EMPLOYEE INCENTIVE PROCEDURE

REFERENCE

Human Resources Policy and Procedure:
 Bonus Plans
 General Definitions

PURPOSE

To establish procedures for presenting the following employee incentive awards:

Awards For Years of Service:

- * Certificates of Recognition and
- * Awards

Awards For Commendable Performance:

- * Letters of Commendation,
- * Certificates of Appreciation,
- * Leave With Pay, and
- * Cash Awards

Awards For Retirement:

- * Certificate of Recognition, and
- * Retirement Award

PROCEDURE**1.0 Awards for years of service**

"Certificates of Recognition for Dedicated Service", will be presented at the completion of the fifth (5th) year of service and at five (5) year increments thereafter. In addition to the Certificate, Awards are presented at the completion of the tenth (10th) year and at five (5) year increments thereafter. Presentations of the Certificates of Recognition and notification of the award should be made on a quarterly basis. The incentive procedure shall be administered by the Human Resources Division and the certificates and notification of the award should be presented by the employee's Division, Department, or Elected Office in an appropriate ceremony.

- 1.1 The Human Resources Division will send a list of eligible employees, a personalized certificate for the employee indicating the years of service to be recognized and a letter of notification regarding the award to each Administrator.
- 1.2 Cash awards in the context of this policy represent compensation and are therefore subject to normal payroll taxes. Such amounts will be charged to the ESR budget. A schedule of cash award amounts will be published by the Human Resources Division.

2.0 Awards for commendable performance

An employee performing duties or extra duties in a commendable manner, such as cost saving ideas, may be recognized by the Administrator with a Letter of Commendation, a Certificate of Appreciation, leave-with-pay and/or a cash award.

2.1 Each Division, Department, and Elected Office shall establish its own procedure for commendations and the manner of presentation to the employee.

2.1.1 Letters of Commendations will be given to the employee and copies placed in their personnel file (Agency) and Personnel File (Official).

2.1.2 Certificates of Appreciation will be given to the employee and copies placed in their personnel file (Agency) and Personnel File (Official). These certificates can be obtained from the Human Resources Division.

2.1.3 Employees shall be eligible for leave-with-pay for up to three (3) days for instances of commendable performance. During a calendar year, twenty-four (24) hours is the maximum of leave-with-pay which can be given to an individual employee, in such increments as the agency assigns.

2.1.3.1 Leave-with-pay granted under this procedure shall be taken when mutually agreed upon by the Supervisor and employee and shall not be accrued.

2.1.3.2 When leave-with-pay is awarded, the amount awarded must be recorded in the County's payroll system. The appropriate Division, Department, or Elected Office form or letter should be attached to the payroll record and a copy of the documentation should be submitted to the Human Resources Division for inclusion in the employee's Personnel File (Official).

2.1.4. Divisions may elect to offer small cash awards, in any denomination, in addition to or in lieu of leave-with-pay, so long as the small cash award does not exceed \$1,000 to an employee in a calendar year. Cash awards in the context of this policy represent compensation and are therefore subject to normal payroll taxes. Such amounts shall be charged to the Division's budget.

2.1.4.1 When cash awards are granted, the amount to be awarded must be paid using the County's payroll system. The appropriate Division, Department, or Elected Office form or letter should accompany this Register and a copy of the documentation should be submitted to the Human Resources Division for inclusion in the employee's Personnel File (Official).

2.2 Cash awards shall specify the dollar amount for each employee and the amount shall be approved by the Mayor on the payroll register before it is awarded.

3.0 Retirement awards

A Certificate of Recognition will be given to an employee who retires from Salt Lake County. These Certificates are available from the Human Resources Division. In addition, a Retirement Award will be given to an employee eligible for retirement from Salt Lake County with a minimum of ten (10) years of service.

- 3.1 To facilitate presentation of the retirement award, employees are encouraged to notify his or her supervisor and Administrator in writing at least 30 (thirty) days prior to the expected retirement date.
 - 3.2 The Administrator will notify the Human Resources Division of the employees' retirement request.
 - 3.3 The employee must contact the Human Resources Division for selection of retirement award.
 - 3.4 The Human Resources Division will be responsible for the procurement of the retirement award.
 - 3.5 Agencies are authorized to spend up to \$200 for food for use at a retirement event for an employee (see County-wide Policy 1020,"Meals Policy" and 1203, "Petty Cash and other Imprest Funds").
- 4.0 All employees eligible for bonus awards for outstanding productivity under Policy & Procedure: Bonus Plans shall not be eligible for cash awards for commendable performance for the same accomplishment under this policy with the exception of non-cash awards specified under section 2.0.
- 5.0 Awards in the form of bonds, gold certificates, gift certificates or other award methods having a cash value are prohibited under this policy.

APPROVED AND PASSED THIS 15nd DAY OF JULY, 2008.