

**BOARD OF COUNTY COMMISSIONERS SARPY COUNTY, NEBRASKA**

**RESOLUTION AMENDING POLICIES REGULATING EXPENDITURE OF PUBLIC FUNDS FOR RECOGNITION DINNERS AND SERVICE AWARDS FOR EMPLOYEES, VOLUNTEERS, and OFFICIALS**

WHEREAS, pursuant to Neb. Rev. Stat. § 23-104 (Reissue 2012), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers;

WHEREAS, pursuant to Neb. Rev. Stat. § 23-103 (Reissue 2012), the powers of the County as a body are exercised by the County Board;

WHEREAS, amendments to the Employee Recognition Policy have been made with respect to the expenditure of public funds; and

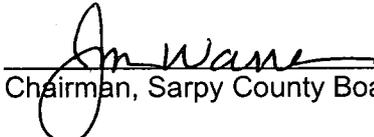
WHEREAS, Sarpy County desires to include the amended Employee Recognition Policy, a copy of which is attached hereto, in its Policy and Procedure Manual.

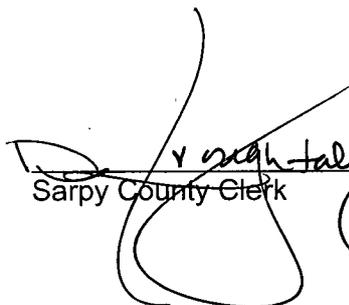
NOW, THEREFORE, BE IT RESOLVED by the Sarpy County Board of Commissioners that the Board hereby approves and adopts the revised Employee Recognition Policy and incorporates it into the Sarpy County Policy and Procedure Manual.

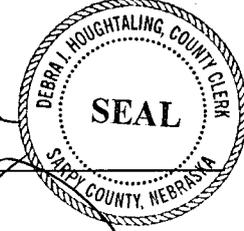
BE IT FURTHER RESOLVED that said revised Employee Recognition Policy shall be effective January 1, 2014 and future practices of the County shall be in conformity with the same.

BE IT FURTHER RESOLVED that all previous Resolutions or parts of Resolutions of the Sarpy County Board of Commissioners on said subjects or in conflict with the provisions of this Resolution are hereby repealed.

The above and foregoing Resolution was duly approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on this 25<sup>th</sup> day of June, 2013.

  
Chairman, Sarpy County Board

  
Sarpy County Clerk





## SARPY COUNTY HUMAN RESOURCES

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### MEMORANDUM

**To:** Board of County Commissioners  
**From:** Karen Buche, Human Resources Director *KAB*  
**Date:** June 21, 2013  
**Subject:** Employee Recognition Awards

Our current Employee Recognition Program which was approved by Board Resolution in 2008 provides a method for recognizing employees' years of service. Currently, employees who reach 20, 30, and 40 years of continuous service are presented with a Certificate of Appreciation and a service award.

I am requesting that two additional levels of service be added to our Program. For those employees reaching 5 years of service, they would receive a Letter of Recognition from the Board as well as a Certificate of Appreciation, and employees with 10 years of service would receive a Certificate of Appreciation along with a service award. Waiting 20 years to receive service recognition is a long time. It is important to employee morale to receive recognition for their service.

As with the initial implementation of this Program, I am also requesting a "catch-up" period whereby those employees who have reached 10 years but not 20 years of service be given their service award as well as those who have reached 5 years but not 10 years of service. Not providing a "catch-up" period would create a negative morale impact: for example, if a 12 year employee is not recognized for their 10+ years of service but an employee who reaches 10 years in 2014 would receive service recognition...the 12 year employee would feel cheated. The cost of the "catch-up" would be \$3,506.00. If the "catch-up" approved, the cost of funding the Service Recognition Program for FY 2014 would be \$4,698.00. These funds have been included in the Human Resources FY 2014 budget request.

I respectfully seek the Board's approval by Resolution to proceed with modifying the Employee Recognition Program, as outlined above.

Should you have any questions, please feel free to contact me.

Thank you.

**EMPLOYEE RECOGNITION COST SUMMARY**  
**FY 2014**

	10 Year		20 Year		30 Year		40 Year		50 Year		Total Costs
	# Ees	Cost	# Ees	Cost	# Ees	Cost	# Ees	Cost	# Ees	Cost	
<b>Calendar Year 2013</b>			7	\$238.00	3	\$132.00	4	\$356.00	0	\$0.00	\$726.00
<b>January - July 2014</b>											
<b>Set up Costs</b>		\$200.00									\$200.00
<b>Regular Awards</b>	14	\$266.00	2	\$68.00	3	\$132.00	0	\$0.00	0	\$0.00	\$466.00
<b>Catch Up Awards</b>	174	\$3,306.00									\$3,306.00
<b>Total Service Year Cost</b>	188	\$3,772.00	9	\$306.00	6	\$264.00	4	\$356.00	0	\$0.00	\$4,698.00



# SARPY COUNTY



<b>TOPIC:</b> <i>Employee Recognition</i>	<b>APPROVED:</b> 12/05/2000 <b>REVISED:</b> 11/25/2008, 6/25/2013
<b>SECTION:</b> <i>Employee Relations</i>	<b>Pages:</b> 1 of 2

## PURPOSE

A dependable and productive workforce is crucial to any organization, public or private. The Sarpy County Board of Commissioners is extremely proud of the dedication shown by its employees and wishes to recognize those employees who have dedicated many years of service and exemplary work performance.

## POLICY STATEMENT

The purpose of this Policy is to establish a means to provide a meaningful manner in which the County may recognize employees who have rendered valuable service to Sarpy County. The County shall provide funding to recognize years of service, retirement, as well as superior efforts of its employees. This Policy applies to full- and part-time employees.

### A. "YEARS OF SERVICE" CELEBRATION

Employees who have achieved five (5) "Years of Service" will be presented a "Certificate of Appreciation" and a Letter of Recognition from the Board of County Commissioners. Those employees who have reached 10 or more "Years of Service" will be presented an award\* and "Certificate of Appreciation" in recognition of their service, as outlined below. All presentations will occur during a County Board meeting in the month following the employee's anniversary. Additionally, an annual cake and punch reception will be held in December to honor all employees acknowledged during the calendar year.

Human Resources (HR) will determine the value and type of award as well as coordinate the purchase and distribution of all certificates and awards. HR shall be responsible for compiling a list monthly of employees to be recognized. HR will arrange for the presentation of certificates and awards before the County Board and notify the Elected Officials and Department Heads as well as the County Board of the date, time, and level of service. HR will also coordinate the annual cake and punch reception.

The County shall acknowledge the following levels of continuous service:

1. Employees reaching 10 "Years of Service" (Maximum award value \$35)
2. Employees reaching 20 "Years of Service" (Maximum award value \$50)
3. Employees reaching 30 "Years of Service" (Maximum award value \$75)
4. Employees reaching 40 "Years of Service" (Maximum award value \$150)
5. Employees reaching 50 "Years of Service" (Maximum award value \$300 with Award Selection determined by the Elected Official or Department Head)

*\*At no time will an employee be allowed to request cash value in place of their award.*



# SARPY COUNTY



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<b>SECTION:</b> <i>Employee Relations</i>	<b>Pages:</b> 2 of 2

## B. RETIREMENT/SEPARATION OF SERVICE RECEPTIONS

Recognizing an employee who has worked for Sarpy County ten (10) or more continuous years may be eligible for a "cake & punch reception" upon retirement or voluntary separation of service. Cake/nuts/punch may be purchased for the reception following Human Resources' general guidelines (paper supplies and utensils are usually available from Human Resources). For further details contact the Human Resources Department *before* purchasing any items or food. Expenditures for recognition of "one" employee shall cost no more than \$250 dollars (with invitation extended to "all" County employees). If the reception is for "one" employee and restricted to their "department only" or invitation only – no more than \$100 shall be expended for the "cake & punch" reception.

All purchases for items related to "Employee Recognition" shall be submitted to Human Resources for reimbursement under the Human Resources, Awards & Recognition budgetary line item and must comply with these Policy requirements. Requirements include, but are not limited to, maximum award amount of \$75 for retirement, voluntary separation of service (after ten (10) or more years of service), or specific County-related service (must be nominated by an Elected Official or Department Head for recognition of documented exemplary performance). An employee may only be recognized once per year and once for the same recognition reason (i.e. may not be recognized every year for performance).

## C. OTHER CELEBRATIONS

The Sarpy County Board of Commissioners may expend funds for recognition dinners for employees, volunteers, and/or officials of Sarpy County for a County function/event; however these expenditures shall be limited to \$25 per person in compliance with the Local Government Miscellaneous Expenditures Act.

The Sarpy County Board of Commissioners, Officials, or Department Heads may elect to have a reception that includes two or more recognized individuals (examples may include the Health and Benefit Fair, group recognition events, special awards, etc.). ***County Board of Commissioners will be required to approve funds for a "group reception" of employees, volunteers, and/or officials of Sarpy County up to, but not to exceed, \$500.00.***

Special recognition may also be given for unique contributions such as fiscal responsibility, workplace safety, exemplary customer service, county-related community service, or emergency volunteer work. Special recognition celebrations must be preapproved by the Human Resources Director.

## D. TAX IMPLICATIONS

Employee Service Recognition awards and Retirement Celebrations will not be treated as a taxable benefit, as they are classified as a De Minimis Fringe Benefit. "Other Celebrations" may be considered a taxable benefit depending upon the value of the event.