

HIGHLINE WATER DISTRICT King County, Washington

RESOLUTION 22-12-21G

RESOLUTION MODIFYING THE EMPLOYEE SERVICE AWARD PROGRAM

WHEREAS, the District provides employees Service Awards and Other Benefits to recognize long-term service and commitment to the organization as identified in HWDC 3.05.060 and 3.05.080, respectively; and,

WHEREAS, the District desires to also recognize high levels of employee performance, teamwork and/or productivity to the organization by implementing Spot Service Awards; and,

WHEREAS, the Board of Commissioners allocates funding in the Annual Budget for miscellaneous employee relations expenditures. These resources are reviewed and approved by the Board during the Annual Budget process; and,

WHEREAS, employees who feel appreciated for their efforts provide increased productivity and engagement, decreased turnover, and greater employee satisfaction aiding in the District's mission to provide excellent service to our customers.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Commissioners approves modification of HWDC 3.05.060 Service Awards, effective January 1, 2023 (attached hereto and incorporated herein as **Exhibit A**).
2. The General Manager and/or their designee(s) are authorized to develop and modify the policies and procedures for the implementation of the Service Award Program and other miscellaneous employee relations expenditures, provided the expenses are allocated in the District's approved Annual Budget.

ADOPTED BY THE BOARD OF COMMISSIONERS of Highline Water District, King County, Washington, at an open public meeting held on this **21st** day of **December 2022**.

BOARD OF COMMISSIONERS

DocuSigned by:

 Polly Daigle, President

DocuSigned by:

 Daniel Johnson, Secretary

DocuSigned by:

 Todd Fultz, Commissioner

DocuSigned by:

 Vince Koester, Commissioner

DocuSigned by:

 Kathleen Quong-Vermeire, Commissioner



SERVICE AWARDS

3.05.060

POLICY: The District desires to recognize long-term service and high levels of employee performance, teamwork and/or productivity to the organization by presenting service awards to eligible employees:

1. After one year, all full-time employees will receive a mug (or similar) with the Highline Water District logo, employee name and hire date.
2. Upon completion of five years of service, and at the end of every additional five years of service, all full-time employees are eligible to receive the following:

Years of Service	5	10	15	20	25	30	35
Award Amount	\$100	\$250	\$500	\$500	\$1,000	\$1,000	\$1,500
Service Award Time Off (hours)	4	8	8	16	16	24	24

3. Amounts will be paid by check. To withhold taxes, the same amount will be processed through payroll and all Federal withholding, FICA and Medicare and other applicable deductions or other deductions as required by law will be withheld from the employee's paycheck.
4. Service does not have to be continuous to count toward service credit for the award.
5. Generally, the service award presentation will be made at the employee Safety Meeting nearest the employee's anniversary date.
6. Management may issue Spot Service Awards for recognition of exemplary performance that is above and beyond expectations. Coworkers and Supervisors may recommend an employee receive an award to their Department Manager for approval. Spot awards range from \$50-\$100 or may be issued as Time Off Certificate ranging from one (1) to four (4) hours.
7. All service award time off must be used within one year from anniversary/certificate date or will be automatically forfeited.
8. Through the Annual Budget process, Management will propose, and the Board will review and approve, an allocation of resources in support of Employee Relations. The Administrative Manager or designee is responsible for identifying the employees who will be honored, notifying the presenter, ordering awards, and processing the service award check/time off.

Agenda Item No.: 5.7
 Agenda Date: 12/21/22
 Reviewed By: [Signature]

Subject: Modifying the Employee Service Award Program

CATEGORY	
<i>Executive</i>	<input type="checkbox"/>
<i>Administrative</i>	<input checked="" type="checkbox"/>
<i>Engineering/Operations</i>	<input type="checkbox"/>

FINANCIAL					
<i>Expenditures?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<i>Budgeted?</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<i>Amount: \$</i> _____					
<i>Plus WSST</i>					

ATTACHMENTS:

1. Resolution #22-12-21G
2. Exhibit A – Service Awards Policy

COMMENTS:

The District provides employees Service Awards and Other Benefits to recognize long-term service and commitment to the organization as identified in HWDC 3.05.060 and 3.05.080, respectively.

The District desires to also recognize high levels of employee performance, teamwork and/or productivity to the organization by implementing Spot Service Awards.

The Board of Commissioners allocates funding in the Annual Budget for miscellaneous employee relations expenditures. These resources are reviewed and approved by the Board during the Annual Budget process.

Employees who feel appreciated for their efforts provide increased productivity and engagement, decreased turnover, and greater employee satisfaction aiding in the District’s mission to provide excellent service to our customers.