

**HARTSTENE POINTE WATER-SEWER DISTRICT
MASON COUNTY, WASHINGTON**

RESOLUTION 2018-12

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ESTABLISHING AN EMPLOYEE RECOGNITION PROGRAM**

WHEREAS, the Hartstene Pointe Water-Sewer District desires to promote good will, foster a sense of pride in affiliation with the District, promote safety, productivity, reliability, efficiency, dedication and/or cost savings for the District among District employees; and

WHEREAS, the Hartstene Pointe Water-Sewer District Board of Commissioners seeks to establish procedures and guidelines under which District funds can be utilized for the purpose of employee recognition;

NOW, THEREFORE, the Board of Commissioners hereby resolves to adopt the following Employee Recognition Program:

1. Definition

Employee Recognition: For purposes of this policy, employee recognition means any award, token of appreciation, prize, meal, entertainment or event that is intended specifically to promote good will, foster a sense of pride in affiliation with the District, promote safety, productivity, reliability, efficiency, dedication, and/or cost savings for the District among employees.


2. Policy

- a. The District may, subject to budgetary authority, expend funds for the purpose of employee recognition.
- b. The expenditure of funds for a token of appreciation, prize plaque, award or similar item is limited to no more than \$125 total per employee per year. Beginning in 2019, this amount will be adjusted annually using the IRS COLA rate.
- c. The expenditure of funds for meals related to an employee recognition event or monthly district-wide safety meeting must be authorized by the General Manager in advance and may not exceed \$15 per employee per meal. Beginning in 2019, this amount will be adjusted annually using the IRS COLA rate.
- d. The General Manager must approve the expenditure of funds for use of facilities, entertainment or similar costs for the purpose of employee recognition in advance.
- e. Employee recognition contests or award programs are subject to the following requirements:
 - i. The award program or contest must be preceded by written criteria which clearly delineate 1) the rules, procedures or basis for eligibility for the program or contest; and 2) the procedure to be used in determining the winner of the award or prize;
 - ii. A written description of the type of award or prize which will be given must be available to all eligible employees in advance; and

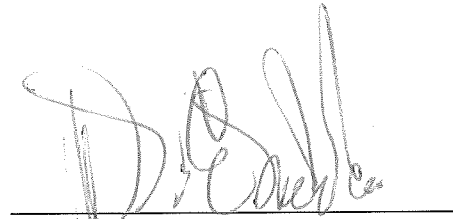
- iii. The award program or contest must, within reason and consistent with the purpose of the program, be designed to include as many employees as possible.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 27th day of September, 2018.

Hartstene Pointe Water-Sewer District
Mason County, Washington



Robert Scarola, President



David McNabb, Commissioner

Andrew Hospador, Secretary