

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: 11/23/2020	PREPARED BY: Carlee Nave
Meeting Date Requested: 12/01/2020	PRESENTED BY: Carlee Nave
ITEM: (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
SUBJECT: 2020 Employee Service Awards	
FISCAL IMPACT: Total 531 Personal Leave Hours awarded to employees – actual impact varies by employee and position	
BACKGROUND: Resolution 2017-309 created the Employee Service Awards Policy, authorizing employee length of service incentive in the form of personal leave hours for reaching length of service milestones. The attached resolution authorizes awards for the period of 11/1/2019-10/31/2020 for hours to be used in 2021.	
RECOMMENDATION: Recommend approval of the attached resolution to authorize 2020 Employee Service Awards.	
COORDINATION: HR generated the initial awards list out of the payroll system and the list was sent to elected officials and department heads for verification on 10/31/2019. Responses were received from 9 out of 17 offices/departments verifying the accuracy of the dates. T Westerman, Director of Finance, audited the list for accuracy.	
ATTACHMENTS: <ol style="list-style-type: none">1. Resolution2. Attachment A3. Certificates for signatures	
HANDLING / ROUTING: (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Certificates to HR for distribution; PDF to Thomas Westerman	

I certify the above information is accurate and complete.



Carlee Nave, HR Director

FRANKLIN COUNTY RESOLUTION _____

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

2020 EMPLOYEE SERVICE AWARDS

WHEREAS, resolution 2017-309 adopted the Employee Service Awards Policy; and

WHEREAS, awards will be presented to employees for length of service milestones in accordance with the Employee Service Awards Policy; and

WHEREAS, Attachment A lists the employees to be awarded certificates and/or additional personal leave hours for 2021.

NOW, THEREFORE, BE IT RESOLVED the Franklin County Board of Commissioners hereby authorizes the employees referenced in Attachment A additional hours of personal leave to be used in the year 2021. Scheduling subject to management approval and established processes. Hours not used by 12/31/2021 are waived.

DATED this _____ day of _____, 2020.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

ATTEST:

Member

Clerk of the Board

Award period 11/1/2019 - 10 /31/2020

**Franklin County Employee Service Awards
as of 10/31/2020**

Service Award Levels - Personal Leave Hours Awarded		
Length of Service	37.5-Hour Work Week	40-Hour Work Week
10 years	15 Hours	16 Hours
15 Years	22.5 Hours	24 Hours
20 Years	30 Hours	32 Hours
25 Years	37.5 Hours	40 Hours
30 Years	37.5 Hours	40 Hours
35 Years	37.5 Hours	40 Hours

Employee Name	Office/Department	Hire Date	Award Level	Hours Awarded
Darryl Brown	Planning and Building	4/19/1990	30	40
Matt Mahoney	Public Works	9/10/1990	30	40
Jason Willer	District Court	9/10/1990	30	37.5
Kathleen Neuman	Public Works	9/24/1990	30	40
Julie Michel	Planning and Building	10/22/1990	30	37.5
Amy Finke	Prosecuting Attorney	3/15/1995	25	37.5
Kelly O'Connor	Public Works	5/30/1995	25	40
Frank Jenny	Prosecuting Attorney	9/13/1995	25	40
Amy Semmern	Assessor	3/1/2000	20	30
Liz Cupples	Information Services	3/13/2000	20	32
Joel Bond	Corrections	5/16/2000	20	30
Bob Koch	Commissioner	1/1/2005	15	Certificate Only
Marc van den Dikkenberg	Information Services	5/18/2005	15	24
Shanna Calderon	Information Services	6/1/2005	15	22.5
Julie Ruesga	Public Works	6/13/2005	15	24
Jennifer Wagner	Facilities	10/24/2005	15	24
Todd Harris	Weed Board	3/1/2010	10	16
Steven Blackwell	Public Works	8/9/2010	10	16
				531