

COMMISSIONERS' AGENDA ACTION SHEET

Meeting Date:	FC 02/16/2021 BC 03/02/2021
Subject:	Establishing Employee and Volunteer Recognition Award Policy
Presenter:	N/A
Prepared By:	Rosa Garcia
Reviewed By:	Darryl Banks
PA Review, Approval to Form:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A (If no, include reasoning for no approval)
Type of Agenda Item:	Type of Action Needed: (Multiple boxes can be checked, if necessary)
<input checked="" type="checkbox"/> Consent Agenda	<input type="checkbox"/> Discussion Only <input type="checkbox"/> Pass Motion
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Decision / Direction <input checked="" type="checkbox"/> Pass Resolution
<input type="checkbox"/> Scheduled Business	<input type="checkbox"/> Sign Letter / Document <input type="checkbox"/> Pass Ordinance
	<input type="checkbox"/> Execute Contract

Summary / Background Information

Establish an employee and volunteer recognition award policy for the Benton Franklin Counties Juvenile Justice Center.

Fiscal Impact

Expenses will be paid out of the Juvenile Fund 0115101 through a separate line item specifically for employee/volunteer recognition expenses.

Recommendation

We recommend that the Board of Benton County Commissioners and the Board of Franklin County Commissioners, approve the attached Benton Franklin Counties Juvenile Center Employee and Volunteer Recognition Award Policy.

Suggested Motion

Approve as part of consent agenda.

JOINT RESOLUTION

BENTON COUNTY RESOLUTION NO. _____

FRANKLIN COUNTY RESOLUTION NO. _____

BEFORE THE BOARDS OF THE COMMISSIONERS OF BENTON AND FRANKLIN COUNTIES, WASHINGTON;

IN THE MATTER OF ESTABLISHING AN EMPLOYEE AND VOLUNTEER RECOGNITION AWARD POLICY FOR THE BENTON FRANKLIN COUNTIES JUVENILE JUSTICE CENTER

WHEREAS, it has been past practice to recognize the employees and volunteers of the Benton Franklin Counties Juvenile Justice Center whom have exhibited exceptional public services or served prolonged careers with Benton and Franklin County; and

WHEREAS, the Benton Franklin Counties Juvenile Justice Center is requesting the approval of an employee and volunteer recognition policy and establishment of procedures under which the Juvenile Department can demonstrate recognition of employees and volunteers that have exhibited individual acts of exceptional public service beyond that normally expected, regularly demonstrated an exceptional level of performance, or served prolonged careers with the Benton Franklin Counties Juvenile Justice Center;
NOW, THEREFORE

BE IT RESOLVED, the Board of Benton County Commissioners, Benton County, Washington and the Board of Franklin County Commissioners, Franklin County, Washington hereby concurs with the recommendation and hereby approves the attached Benton Franklin Counties Juvenile Center Employee and Volunteer Recognition Award Policy.

DATED this _____ day of _____ 2021
BENTON COUNTY BOARD OF COMMISSIONERS

DATED this _____ day of _____ 2021
FRANKLIN COUNTY BOARD OF COMMISSIONERS

Chair of the Board

Chair of the Board

Chair Pro Tem

Chair Pro Tem

Member

Constituting the Board of
County Commissioners,
Benton County, Washington

Attest:

Member

Constituting the Board of
County Commissioners,
Franklin County, Washington

Attest:

Clerk of the Board

Clerk of the Board

BFJJC EMPLOYEE/VOLUNTEER RECOGNITION AWARD POLICY

I. PURPOSE

The Benton Franklin Counties Juvenile Justice Center, (hereinafter "BFJJC") has requested the approval of an employee and volunteer recognition policy and establishment of procedures under which the BFJJC can demonstrate recognition of employees and volunteers that have exhibited individual acts of exceptional public service beyond that normally expected, regularly demonstrated an exceptional level of performance, or served prolonged careers with the BFJJC.

II. APPLICABILITY

This Policy applies to all employees and volunteers of the BFJJC.

III. PERMISSIBLE AWARDS

The following types of employee and volunteer recognition awards are hereby approved in order to promote good will, foster a sense of pride in affiliation with the BFJJC, promote safety, productivity, reliability, efficiency, volunteer retention, dedication, commitment to the community and/or cost savings for the Counties.

- A. Retirement Plaques: These plaques may be given to any employee or volunteers that retire from the BFJJC after at least 15 years of service with BFJJC.
- B. Longevity Plaques: Length of service plaques may be given to BFJJC employees and volunteers achieving 20 years of service with department and for every five years of service thereafter.
- C. Employee of the Year Plaques: Plaques may be given by the BFJJC to employees and volunteers that have been selected by the Juvenile Justice Administrator or his or her designee(s), for their outstanding work during the prior calendar year.
- D. Individual recognition incentives like coffee mugs, personalized sentimental items, plaques, certificates, and letters of recognition: These awards may be given to an individual BFJJC employees and volunteers that perform specific meritorious acts worthy of greater recognition than afforded by a Letter of Commendation and create employee and volunteer retention. The process and criteria for such awards will be set forth by the Juvenile Justice Administrator.

- E. Volunteer Trainings & Volunteer Recognition Events: The BFJJC has dedicated volunteers, that serve our youth and community. BFJJC provide trainings to the volunteers along with an annual Volunteer Appreciation Events. Food services costs for these events may be covered as long as the cost per person does not exceed the limit listed below in IV. B.

IV. FISCAL LIMITS/ISSUES

- A. Although this policy only authorizes non-monetary awards to employees and volunteers, such awards could have taxable rules. The BFJJC shall be responsible for reporting all awards to the payroll department. In no event shall the total of all non-monetary awards received by an employee exceed the non-taxable limit set by the IRS and cannot be used to influence or promote endeavors where there may be indirect personal, financial interest, benefit or gain.
- B. Notwithstanding the above, in no instances shall the total value of non-monetary awards exceed one hundred and fifty dollars (\$150) for any employee or volunteer in any calendar year.
- C. The BFJJC Center Administrator shall be responsible for ensuring the availability of funds to support costs incurred by this employee/volunteer recognition program. The funds for this program shall be identified in a specific line item in the BFJJC budget for employee/volunteer recognition expenses, and the costs associated with awards under this Policy shall be satisfied solely from that line item.