

AN ORDINANCE AUTHORIZING THE ADOPTION OF AN EMPLOYEE RECOGNITION POLICY AND THE ADDITION OF THE POLICY AS DEFINED TO THE VILLAGE EMPLOYEE HANDBOOK

WHEREAS, Brewster Village Council desires to adopt an Employee Recognition Policy and to modify the Village Employee Handbook to include an Employee Recognition Policy.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF BREWSTER, THAT:

SECTION 1: The Village shall adopt an Employee Recognition Policy as defined below and shall add Section 3.16 - Employee Recognition Policy to the Village Employee Handbook as follows:

3.16 EMPLOYEE RECOGNITION POLICY

A. Employee Recognition Policy - Purpose

The Village of Brewster has instituted an employee recognition and incentive system. The employee recognition and incentive program is to provide for recognition and/or incentives to employees and to:

- encourage all Village employees to submit suggestions that will reduce the costs or improve the quality of Village services
- encourage employees to measurably increase productivity (work quality and or quantity)
- encourage employees to measurably increase general employee morale or health.
- encourage employees to improve safety
- encourage employees to attain a one-time, significant or extraordinary performance, or exceptional achievement, or performance above and beyond the call of duty

Employees should not view the employee recognition and incentive system as creating an entitlement – it is completely discretionary.

B. Public Purpose

All employee awards and incentives, regardless of dollar amount, must have a proper public purpose. The requirement of proper public purpose is met by meeting one of the objectives listed above and complying with the other requirements listed in this policy.

C. Eligibility

All Village employees are eligible for awards and/or incentives as established by this policy, except for elected officials and the Village Administrator.

D. Monetary Awards

Monetary awards may not exceed a total of five hundred dollars (\$500) per employee.

E. Non-Monetary Awards

Non-monetary awards to employees are also taxable, with the exception of retirement gifts meeting applicable IRS value and other requirements.

Non-monetary awards authorized by this policy include:

- Gift cards (restaurant, retail, etc. ... non “cash”)
- Additional leave not exceed a total of eight (8) hours, per employee, per calendar year
- Tickets to an event
- Announcements, letters of commendation, or certificates (either personal or public).
- Service pins, trophies, medals, plaques, or similar

F. Review and Determination

The Village Administrator and/or Mayor shall review each adopted suggestion, or for other described purpose, and determine the amount or type of award, if any, to be given.

The Village Administrator and/or Mayor shall provide, by rule, reasonable standards for determining the amount of recognition awards, and/or for determining the value of any nonmonetary award that may be given for a suggestion or for other approved purpose. EMPLOYEE RECOGNITION POLICY 3.16

G. Not allowable

1. Compensation for extra hours or additional duties: employee awards cannot be given for employee recognition based on overtime worked for standard or additional duties performed.
2. Recognition of a holiday or personal event: employee awards cannot be given in recognition of a personal occasion or event (e.g., a birthday, anniversary, or a personal accomplishment) or a holiday (e.g., Christmas).

H. Department and/or Village Events

Team building and/or recognition events, which may include (but is not limited to) holiday, seasonal, safety award, or retirement events are authorized in an amount not to exceed twenty-five dollars (\$25) per employee per calendar year. Personal non-Village related events such as birthdays, baby showers, and similar celebrations are not eligible for Village funding under this provision. Authorized expenditures for team building and/or recognition events include, but are not limited to, food.

I. Alcohol Purchases Prohibited

Alcoholic beverage purchases are prohibited with Village funds for recognition/rewards and events.

J. Funding

Funding for the costs of recognition and/or events shall be budgeted and paid out the applicable Department budget.

Any costs of recognition and/or events is subject to funding being available, and final approval by the Village Administrator and/or Mayor.

K. Taxability issues

Monetary awards will be treated as taxable income, will be paid on an employees' paycheck, will be subject to tax withholding and are required to be reported on employees' W2 forms.

SECTION 2: The above policy replaces any previous version of this policy and supersedes any current policy which may be in conflict with this policy.

SECTION 3: This ordinance shall be in full force and effect at the earliest date provided by law.

Mayor Michael E. Schwab

ATTEST:

Village Clerk Treasurer K. Kris King

CERTIFICATE

I, K. Kris King, hereby certify that the above is a true copy of an ordinance passed at a regular meeting of the Brewster Village Council held on _____

Clerk K. Kris King

I, K. Kris King, Clerk of the Council of the Village of Brewster, State of Ohio, do hereby certify that there is no newspaper printed in said municipality and that publication of the foregoing ordinance was duly made by posting true copies thereof at five of the most public places in said corporation as determined by Council as follows: Office of Brewster Utilities, Belloni's IGA, Brewster Federal Credit Union, Post Office and Brewster Laundromat.

Clerk K. Kris King