

RESOLUTION NO. 2015-04A1

**A RESOLUTION BY THE MASON TRANSIT AUTHORITY BOARD
ADOPTING REVISIONS TO POLICY 305 – EMPLOYEE RECOGNITION PROGRAM**

WHEREAS, the Mason Transit Authority (MTA) desires to recognize employees for going above and beyond; and

WHEREAS, such policy provides managers with a means of providing their staff with items of de minimis value; and

NOW THEREFORE, BE IT RESOLVED by the Mason Transit Authority Board that the Policy for Employee Recognition Program which is attached hereto be established and adopted.

Adopted this 17th day of November, 2015



Mike Olsen, Chair

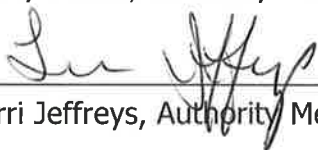


Deborah Petersen, Vice-Chair

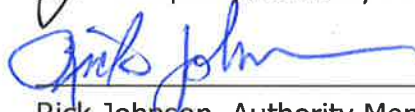
Ginny Beech, Authority Member



John Campbell, Authority Member



Terri Jeffreys, Authority Member



Rick Johnson, Authority Member

Randy Neatherlin, Authority Member

Tim Sheldon, Authority Member



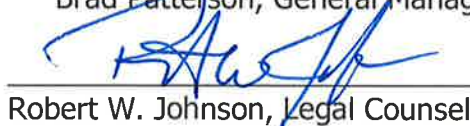
Cheryl Williams, Authority Member

APPROVED AS TO CONTENT:



Brad Patterson, General Manager

APPROVED AS TO FORM:



Robert W. Johnson, Legal Counsel

ATTEST: Michele Rosendale
Michele Rosendale, Clerk of the Board

DATE: Nov. 17, 2015



Title: Employee Recognition Program
Number: 302
Effective: November 17, 2015
Cancel: N/A
Prepared by: Rikki Johnson, Human Resources Manager
Approved by: Authority Board
Resolution No. 2015-04A1

POL-302 EMPLOYEE RECOGNITION PROGRAM

This policy applies to all Mason Transit Authority (MTA) employees

1.0 Purpose

- 1.1 Employee recognition means any award, token of appreciation, prize, meal, entertainment, or event that is intended to specifically promote good will; foster a sense of pride in affiliation with MTA, promote safety, productivity, reliability, efficiency, dedication, commitment to the community, and/or cost savings for MTA.

2.0 Policy

- 2.1 MTA or its individual departments, subject to budgetary authority and in accordance with RCW 41.60.150, expend funds for the purpose of employee recognition. In no event shall the total of all awards/gifts received by an employee exceed the non-taxable limit as set by the Internal Revenue Service. The expenditure of funds for meals related to an employee recognition event must be authorized by the General Manager in advance, and may not exceed for per-employee cost of meals covered under MTA's Travel and Expense Policy governing travel-status meals. The General Manager must approve the expenditures of funds for use of facilities, entertainment, or similar costs for the purposes of employee recognition in advance.
- 2.2 At the direction of the General Manager, Human Resources department will coordinate employee events and awards. Departments will manage the department level employee recognition events and awards. Recognition events and awards must follow a reasonable standard. MTA encourages recognition activities that provide employees and volunteers a meaningful experience, but not considered extravagant by community standards, and in accordance with standards outlined in RCW 41.60.150, Recognition Awards.

3.0 Annual Recognition Event

- 3.1 This event will be coordinated by the General Manager and Human Resources department, based on input from the Leadership Team. Funding for the program will be maintained centrally within the Human Resources department.
- 3.1.1 **Years of Service:** Employees will be recognized annually for years of service. For five and 10 years of service, the employee will receive an engraved key chain. For 15 years of service, the employee will receive an



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engraved pen. For 20 years of service, the employee will receive an embroidered fleece jacket.

3.1.2 **Safety Awards:** Employees will be recognized annually for zero preventable accidents.

3.1.3 **General Manager Recognition Award:** This award will be used in extreme areas of exceptional performance or career achievement. For example, inspires and provides opportunities to motivate, lead and/or develop others; develops crucial process, product or technology over a sustained period of time with significant impact; or produces significant cost savings.

4.0 Star Award

4.1 The Star Award is recognition given from one employee to other employees for day-to-day good deeds which could include help on a project, exemplary customer service, an innovative idea, or overall positive attitude and performance.

5.0 Retirement Awards

5.1 Human Resources department and department head will work together to honor retirees by providing cake, card and beverages.

6.0 MTA Employee Appreciation Day

6.1 During the Spring National Transportation week, exempt employees will honor all non-exempt employees for their service.

7.0 Employee Recognition Awards

7.1 To assist managers in recognizing outstanding performance and excellence through items of de minimis value in a manner that fits the needs of the department.