

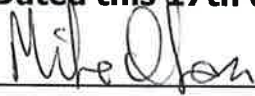
RESOLUTION NO. 2015-04

**A RESOLUTION BY THE
MASON TRANSIT AUTHORITY BOARD
ADOPTING AN EMPLOYEE RECOGNITION PROGRAM POLICY**

WHEREAS, Mason Transit Authority wants to recognize the achievements of its employees and volunteers, therefore, a formal program has been tailored to fit the needs of Mason Transit Authority and is in accordance with standards outlined in RCW 41.60.150, Recognition Awards. The Employee Recognition Program encourages activities that provide employees and volunteers a meaningful experience, may be found within the public transit industry, but not considered extravagant by community standards.

NOW THEREFORE BE IT HEREBY RESOLVED by the Mason Transit Authority Board that POL-302 Mason Transit Authority Employee Recognition Program Policy, attached hereto as Exhibit A and incorporated herein, be established and adopted.

Dated this 17th day of March, 2015.



Mike Olsen, Chair



Deborah Petersen, Vice-Chair

Ginny Beech, Authority Member



John Campbell, Authority Member



Terri Jeffreys, Authority Member



Rick Johnson, Authority Member



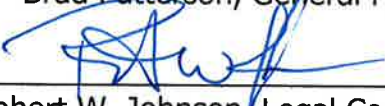
Randy Neatherlin, Authority Member

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: 

Jeri A. Wood, Clerk of the Board

DATE: 3/17/15



Title:	Employee Recognition Program
Number:	302
Effective:	April 1, 2015
Cancels:	N/A
Prepared by:	Rikki Johnson, Human Resources Manager
Approved by:	Authority Board Resolution No. 2015-04

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, teamwork and/or commitment to the community, and/or cost savings for MTA.

2.0 Policy

- 2.1 MTA or its individual teams, subject to budgetary authority and in accordance with RCW 41.60.150, may 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 expenditure 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, the Human Resources Team will coordinate employee events and awards. Teams will manage the team-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, may be found within the public transit industry, 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 Team, based on input from the Leadership Team. Funding for the program will be maintained centrally within the Human Resources Team.
 - 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 to recognize examples of exceptional, world-class 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, providing exemplary customer service and/or teamwork, an innovative idea, or overall positive attitude and performance.

5.0 Retirement Awards

5.1 Human Resources Team and team 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.