

RESOLUTION NO. 2017-41

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A REVISED EMPLOYEE RECOGNITION POLICY.**

WHEREAS, the existing Employee Recognition Policy is out of date relating to years of service and needs to be updated;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that the revised Employee Recognition Policy which is attached hereto and incorporated herein be established and adopted.

Adopted this 19th day of December, 2017.



Terri Drexler, Chair



John Campbell, Vice-Chair


Wes Martin, Authority Member



Tracy Moore, Authority Member




Randy Neatherlin, Authority Member



Deborah Petersen, Authority Member

Don Pogreba, Authority Member



Sandy Tarzwell, Authority Member



Kevin Shetty, Authority Member

APPROVED AS TO CONTENT: 

Danette Brannin, General Manager

APPROVED AS TO FORM: 

Robert W. Johnson, Legal Counsel

ATTEST: 

Tracy Becht, Clerk of the Board

DATE: 12/19/2017



Title:	Employee Recognition Program
Number:	302
Effective:	December 19, 2017
Cancels:	November 17, 2015
Prepared by:	LeeAnn McNulty Administrative Services Manager
Approved by:	Authority Board Resolution No. 2017-41

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. Recognition will be of de minimis value. 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, Administrative Services 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 Administrative Services department, based on input from the Leadership Team. Funding for the program will be maintained centrally within the Administrative Services department.



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3.1.1 **Years of Service:** Employees will be recognized annually for years of service. At five year increments, an award may be given to an official or employee who has completed aggregate Mason Transit Authority years of service.

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 Administrative Services department and department heads 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.