

	<p><b>Title:</b> Employee Recognition Program</p> <p><b>Number:</b> 302</p> <p><b>Effective:</b> December 17, 2019</p> <p><b>Cancel:</b> December 19, 2017</p> <p><b>Prepared by:</b> LeeAnn McNulty Administrative Services Manager</p> <p><b>Approved by:</b> Authority Board Resolution No. 2019-40</p>
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**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, gift, 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. 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.

2.3 An Employee Engagement Committee will be maintained to assist the General Manager and Administrative Services with employee recognition and events.

**3.0 Annual Recognition Event**

3.1 This event will be coordinated by the General Manager and Administrative Services department. Funding for the program will be maintained centrally within the Administrative Services department.

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



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of service. An employee reaching a milestone will be honored with \$25 and a lapel pin for each five-year increment, not to exceed \$100. After 20-years of service a jacket, plaque or other comparable gift will be given in addition to the monetary award.

3.1.2 **Driver Safety Awards:** Drivers will be recognized annually for zero preventable accidents. A safety award will be given in the first pay period in December in the amount of \$200 for those who have zero preventable accidents, no safety suspensions, no Category A or B safety violations and less than three (3) valid incidents as determined by the Event Process.

3.1.3 **Employee of the Year Award:** This award will be given to an individual who best exemplifies the agency's mission, vision and guiding principles in customer service, commitment to enhancing services for quality of life for Mason County citizens, going above and beyond in daily work habits, consistent effort to improve skills and an inspiration to employees and citizens. This award will be selected through a nomination process by employees and selected by the Employee Engagement Committee, which consists of employees from all departments and positions.

The committee will request nominations from employees. Once received by the committee, nominations will be scored on a scale of 1 -5 in each of the areas of customer service, commitment, going above and beyond, consistency and inspiration. The committee will also include Star Awards, Customer Comments and other such accolades as part of the evaluation.

The nominee with the highest score will receive the Employee of the Year award. The recipient will receive a de minimus gift, press release, annual parking spot and recognition at the annual All Staff meeting.

#### 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, a small gift, card and beverages.



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## **6.0 MTA Employee Appreciation Day**

6.1 During the Spring National Transportation week and the Transit Driver Recognition Day, staff will be honored through an event, small gift or other de minimis recognition.

## **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.

## **8.0 Wall of Fame**

8.1 The Wall of Fame is a Washington State Department of Transportation recognition program that recognizes exemplary employees, as nominated by their employers, for their dedication, innovation, customer service, and professionalism.

8.2 Honorees will be selected from nominations to the Employee Engagement Committee. Criteria of selection will be based on demonstration of excellence in MTA's core competencies and/or guiding principles; being conscientious, innovative, providing excellent customer service (internally and/or externally), demonstrating leadership or can-do attitudes, improving communications, cutting costs, reducing customer complaints, managing successful promotional campaigns, or working together to improve a process. Individuals and/or teams can be recognized.

8.3 Honorees will be eligible to attend the annual Public Transportation Conference and Wall of Fame Award Banquet.