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| <b>Policy Title:</b><br><b>EMPLOYEE RECOGNITION PROGRAM</b>                                                      |                                                               | <b>Policy No.:</b><br>10-010         |
| <b>Review Responsibility:</b><br>Barb Cox, Human Resources Manager                                               | <b>Approved By:</b><br>Jason McNickle, Acting General Manager |                                      |
| <b>Authorized By:</b><br>Clallam Transit System Resolution No. R15:2022, which supersedes all prior resolutions. |                                                               | <b>Effective Date:</b><br>10/01/2025 |

### 1. PURPOSE

To establish a recognition program for employees demonstrating their commitment to Clallam Transit System's (CTS) mission, vision, and values. The program is intended to create a positive working environment, boost morale, express appreciation, and aid in retention and recruitment.

### 2. POLICY

This policy establishes a formal system to acknowledge and reward CTS employees for exceptional performance, service, and dedication. It provides a framework for financial awards and other forms of appreciation.

### 3. ADMINISTRATION

#### A. Award Payments and Tax Status

All monetary awards are taxable and processed through regular payroll cycles on the applicable pay dates. Recipients are responsible for all related taxes.

#### B. Employee of the Quarter

To recognize outstanding performance of regular employees having completed probation and having no disciplinary actions during the nomination period.

**3.B.1 Nomination:** After the end of each calendar quarter, employees are invited by an administrative services designee, to nominate a fellow employee who embodies CTS values.

**3.B.2 Selection Committee:** One operations supervisor, the department managers, and two previous award recipients, or designees, are provided the nominations and a rating form to complete and return to the designee. The ratings are based on the selection criteria.

**3.B.1 Selection Criteria:** Based on achievement, attendance, work quality, attitude, and alignment with CTS's mission, vision, and values.

**3.B.4 Award:** The award winner receives an award letter from the general manager and nominees receive a nomination letter from their department manager. The letters are distributed to the winners and nominees and copies retained in their personnel files. The employee of the quarter and nominees are provided to the board and announced to CTS staff. A summary of nominees is provided for the board. The employee of the quarter receives:

- Board meeting recognition (paid attendance if scheduled to work).
- Certificate and resolution.
- Annual awards ceremony recognition.

- Photo and public announcement.
- Dedicated parking spot for the following quarter.
- \$350.00 monetary award.

### C. Employee of the Year

To recognize outstanding performance of regular employees having completed probation and having no disciplinary actions during the nomination period.

- 3.C.1 Nomination:** After the end of each calendar year employees are invited by an administrative services designee to nominate an outstanding employee that has accomplished a significant task or exhibited extraordinary contributions.
- 3.C.2 Selection Committee:** The selection committee is comprised of the CTS leadership team. They are provided the nominations and a rating form to complete and return to the designee. The ratings are based on the selection criteria.
- 3.C.3 Selection Criteria:** Based on achievement, attendance, work quality, attitude, and alignment with CTS's mission, vision, and values.
- 3.C.4 Award:** The employee of the year is announced at the annual awards ceremony. The winner receives an award letter from the general manager. Nominees receive a nomination letter from their department manager. The letters are distributed to their personnel files. The employee of the year and nominees are provided to the board and announced to CTS staff. The employee the year receives:
- Board meeting recognition (paid attendance if scheduled to work).
  - Certificate, plaque/trophy, and resolution.
  - Annual awards ceremony recognition.
  - Photo and public announcement.
  - Dedicated parking spot for a year.
  - Wall of Fame recognition with paid attendance at the annual conference, Travel is in accordance with the *CTS Employee Travel Policy*.
  - \$750.00 monetary award.

### D. Retiring Employees

In acknowledgement of the consistent, quality work that long-term employees contribute to the agency and to the riding public, CTS recognizes employees as they transition to other phases of their life.

- 3.D.1 Eligibility:** Regular employees providing a minimum of 14-days' notice of their intent to retire from service are eligible for recognition if:
- They are age 60+ and at least 5 years of continuous employment with CTS, **OR**
  - Have 20 years of continuous employment with CTS.
- 3.D.2 Award:** Eligible retiring employees receive the following:
- Board meeting recognition (paid attendance if scheduled to work).
  - Certificate, plaque/trophy, and resolution.
  - Annual awards ceremony recognition. Banquet cost paid by CTS.
  - Future annual awards ceremony attendance. Banquet cost paid by retiree as a guest.
  - Lifetime system wide services bus pass for retiree and spouse.
  - Photo and public announcement.
  - \$250.00 monetary award. Disbursed on their final paycheck.

## **E. Employee Service Awards**

In recognition of the benefits that experienced employees bring to the agency and the public, CTS recognizes long-term employees for their years of service encouraging longevity.

**3.E.1 Eligibility:** All regular employees receive five-year interval service awards based on continuous employment from date of hire. Employees are not eligible if they have submitted a separation notice and their last working day is prior to their anniversary date.

**3.E.2 Award:** Employees receive an anniversary card from the CTS general manager for each milestone anniversary of five years of service. Administrative services coordinate anniversary card distribution. Certificates are prepared from an approved list by an administrative services designee for presentation at the annual awards ceremony. Each department coordinates the awards distribution for the annual awards ceremony.

Eligible employees receive annual awards ceremony recognition and monetary awards at the following intervals:

- 5-years: \$100.00
- 10-years: \$200.00
- 15-years: \$300.00
- 20-years: \$400.00
- 25-years: \$500.00
- 30-years: \$600.00
- 35-years: \$700.00

Light refreshments may be provided for all CTS employees to acknowledge those employees celebrating milestone anniversaries.

Additional emphasis is placed on significant employee service anniversaries of 20, 25, 30, and 35 years with eligible employees receiving the following:

- Board meeting recognition (paid attendance if scheduled to work).
- Certificate, plaque/trophy, and resolution.
- Photo and public announcement.

## **F. Employee Safety Awards**

CTS provides incentives to recognize employees demonstrating exceptional safety in the performance of their duties.

**3.F.1 Eligibility:** All regular CTS employees are eligible, except the general manager and managers, who have had no preventable accidents or occupational injuries for the entire previous calendar year or six-months for newly hired employees. Employees are not eligible if they have submitted a separation notice with their last working day prior to the end of the calendar year.

**3.F.2 Award:** Eligible employees earning this award receive:

- Certificate at the annual awards ceremony.
- 3 additional hours of general leave processed through payroll on the payroll date after the award announcement.

Special emphasis is placed on fixed-route and paratransit operators whose primary responsibilities are driving CTS vehicles in their daily duties. Fixed-route and paratransit operators having no preventable accidents or occupational injuries for the entire previous calendar year or six-months for newly hired operators will also receive monetary awards of:

- 5 years: \$50
- 10 years: \$100
- 15 years: \$150
- 20 years: \$200
- 25 years: \$250
- 30 years: \$300
- 35 years: \$350

The awards will be processed through the regular payroll process on the payroll date after the awards are announced at the annual awards banquet.

#### **G. Bus Rodeo Competitions**

Regular status employees may submit a request to compete in the annual bus rodeo competition representing CTS.

**3.G.1 Eligibility:** CTS regular status operators may be authorized to compete in the regional rodeo competition based on the established criteria. Qualifying participants placing in the top three will be authorized to attend the state bus rodeo, conference, and banquet. Participants in the state competition placing in the top four, may qualify and be authorized to compete in the national rodeo. Participation will be limited to staff availability and CTS budget constraints.

**3.G.2 Travel:** Participants traveling outside of Clallam County to compete will be provided travel expenses as defined in the *CTS Employee Travel Policy*.

**3.G.3 Awards:** CTS recognizes competing employees awarded first, second, and third places. They will receive the following monetary awards:

- First place: \$250.00
- Second place: \$150.00
- Third place: \$100.00

Monetary awards will be to be paid through the next payroll process date after the award announcement.

CTS also recognizes competing employees awarded first place in the class they competed in with the following:

- Board meeting recognition (paid attendance if scheduled to work).
- Certificate, trophy, and resolution.
- Annual awards ceremony recognition.
- Photo and public announcement.

#### **H. Transit Employee Appreciation Day**

Annual day to acknowledge and celebrate all CTS employees for the value they bring to the agency and the public. The managers prepare made to order breakfasts and lunches to express appreciation for their work in keeping transit running smoothly, safely, and efficiently in the community. CTS pays all expenses associated with this event.

#### **I. Annual Awards Ceremony and Banquet**

Annual event to recognize employees for outstanding performance, service, and safety accomplishments.

Employees, board members, and retirees are encouraged to attend. CTS provides for the cost of the ceremony and banquet for all regular employees, board members, and current year retirees. The cost of the

banquet for guests and prior year retirees is to be paid by these attendees. The event is organized by administrative services and other department designees.

**J. Other Tokens of Appreciation**

The general manager may approve requests in recognition of individuals or workgroups for exemplary work. Tokens of appreciation generally will not exceed \$50 per employee. Requests to recognize an employee or workgroup will include specific, work-related details of the exemplary task or behavior to be recognized.

Tokens may include but are not limited to:

- Certificate of appreciation.
- Letter from the general manager.
- Light refreshments.