



# Town of Sterling, MA

## Employee Recognition Award Program

### 1. Purpose and Scope

1.1 The purpose of this policy is to establish the parameters, process and procedures for recommending an employee(s) for an “employee recognition award” for exceeding service excellence while performing their job responsibilities to customers or fellow employees of the Town of Sterling.

### 2. Applicability

2.1 This policy applies to all full and part-time compensated positions and excluding employees of the School Department. Employees whose positions are covered by Civil Service Law or collective bargaining agreement are subject only to those portions of the policy which are not separately regulated by Civil Service Law or by a collective bargaining agreement. Persons employed under individual employment agreements shall follow all of the provisions of this policy.

2.2 This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed to be consistent with the law.

### 3. Definitions

3.1 Monetary /cash — A recognition award with a value no greater than \$500.

3.3 Employee Recognition Award — A monetary cash recognition to an employee for exceeding service excellence.

3.4 Nominator — any employee of the Town of Sterling or member of a Town elected or appointed Board or Commission serving the Town of Sterling.

### 4. Policy

4.1 The primary goal of this policy is to provide a tool for Department Heads, Town Boards and Committees to recommend employees during the year for a monetary cash recognition award.

4.2 All Town employees are eligible to receive an employee recognition award.

4.3 This policy is not intended to, nor shall it be used for, recognizing or rewarding employees for longevity or length of service with the Town.

4.4 This policy shall be administered by the Human Resource Administrator under the procedures as outlined in Section 5.

#### 4.5 Funding

4.5.a The annual funding for this policy is subject to approval by the Finance Committee and/or Town Meeting.

4.5.b No more than \$500 may be given out to an employee in a fiscal year.

4.6 As the Town Personnel Board (Board) is the final decision maker regarding this recognition policy, he/she shall be responsible for submitting any budget request for this program under a separate account. This is a monetary awards program. The allocated funds shall only be used to fund the cash awards.

4.7 No employee may receive an employee recognition award for more than \$500 per fiscal year. Employees may receive more than one employee recognition award per fiscal year, as long as the total value does not exceed \$500.

4.8 The granting of a cash recognition awards is subject is subject to IRS reporting or withholding requirements.

4.9 The granting of a recognition award does not affect an employee's classification grade/step or retirement contribution.

### 5. Procedures

#### 5.1 Recommendations

5.1.a To start the process, document # ***Recognition Award Recommendation Form [RARF1]*** shall be filled out [Section A and B] by a nominator. [see the HR Department for the most current version of document to be utilized.]

5.1.b Once a nominator fills out Sections A and B, he or she should sign the form and send it to his/her Department Head for review.

- If the Department Head is the nominator the form shall be sent directly to the Town Administrator or Appointing Authority, who shall complete the nomination form.

5.1.c If the form needs Department Head concurrence, they shall fill out Section C — Recognition Concurrence and either check the "I Do Not Concur" box or the "I Concur and Recommend" box.

5.1.c.i If the "I Do Not Concur" box is checked, the form and any attached documents shall be returned to the individual who signed Section B.

5.1.c.ii If the "I Concur and Recommend" box is checked, the signed form shall be sent to the Personnel Board for review.

## 5.2 Award Determination

5.2.a The Town Personnel Board shall review and complete Section D — Award Determination of the RARF as soon as practical.

5.2.b The Town Personnel Board may either 'Approve' or 'Disapprove' the recommendation.

## 5.3 Employee Recognition

5.3.a If approved, the Personnel Board and/or designee shall present the employee their recognition award.

5.3.b Recognition awards shall be given out in January and/or May of each year in an employee gathering to be determined and arranged for by the Personnel Board.

## 6. REPORTS

6.1 Logging/Tracking of all purchased and issued recognition awards shall be the responsibility of the Human resource Administrator's Office using **document #D\_ — *Employee Recognition Award Tracking Report***. The most current version of this report form is available from HR.

6.2 Document #D-\_\_\_\_ shall be used as the annual report documenting all employee recognition associated with this policy and shall be sent to the Board of Selectmen and Finance Committee by the Human Resource Administrator's office at the end of each fiscal year or upon request.