RESOLUTION NO. 2433

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING AN EMPLOYEE APPRECIATION AND RECOGNITION PROGRAM.

WHEREAS, the City of Bonney Lake recognizes that its employees are the organization's most important asset and resource for providing quality public services to the citizens of Bonney Lake, and

WHEREAS, the City recognizes that there is a tradition of exemplary work and dedication to public service among its employees; and

WHEREAS, the City wishes to support and encourage the continuation and growth of dedicated public service and to periodically recognize and express its appreciation to its employees; and

WHEREAS, the public is well served by a City workforce with high morale which is productive, efficient, and motivated; and

WHEREAS, the City Council supports a nominal expenditure of public funds for the purpose of recognizing and appreciating City employees and for attracting and retaining productive, efficient, motivated and qualified employees;

NOW THEREFORE, the City Council of the City of Bonney Lake, Washington hereby resolves as follows:

Section 1. It is the policy of the City Council to authorize the Mayor, City Administrator and other managers designated by the Mayor to recognize employees, either individually or as a team, for accomplishments including outstanding achievements, safety performance and exemplary public service. Said recognition shall comply with the following guidelines:

A. Any expenditure of funds for employee recognition shall have a clear relationship to the intent of this resolution and support the goal of recognizing exemplary work, dedication to the City, or achievement of City goals, programs, and projects.
B. All funds allocated for employee recognition shall be clearly designated as such in the adopted budget of the City, and reflected in the expenditure reports;
C. Individual cash or gift awards may not exceed one hundred dollars ($100) in value per award. A team award may not exceed thirty dollars ($30) per team member. The amount of the award should be commensurate with the achievement.
D. It is the intent of the Council to assure that each department has equal opportunity to recognize its employees, and that the provision of employee recognition is administered similarly throughout the work force. The administrative procedures developed by the Mayor to administer this policy shall include guidelines and safeguards to assure equal opportunity and treatment.

E. Awards for participants and/or “winners” of various approved Wellness Committee programs, activities or contests are hereby authorized, and shall be outlined in the annual AWC Well City program plan of the City.

F. Examples of acceptable employee appreciation and recognition include, but are not necessarily limited to, plaques, trophies, signs, paid-leave, gifts, short-term memberships, paid meals, gift cards or gift certificates.

G. If included in the adopted budget of the City, the Administration is authorized to spend up to $700 for employee appreciation and/or recognition awards and door prizes at an annual city-wide employee awards program.

H. To recognize extraordinary accomplishments or the retirement of a long-tenured City employee, the City Council, by motion, may authorize additional employee recognition above the amounts outlined herein when it deems appropriate to so do.

Section 2. The Mayor is hereby authorized to develop and implement such administrative policies and procedures as may be deemed appropriate to carry out the intent of this Resolution.

PASSED BY THE CITY COUNCIL this 10th day of February, 2015.

Neil Johnson, Jr., Mayor

AUTHENTICATED:

Harwood T. Edvalson, MMC, City Clerk

APPROVED AS TO FORM:

Kathleen Haggard, City Attorney
City of Bonney Lake, Washington

City Council Agenda Bill (AB)

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<th>Department/Staff Contact:</th>
<th>Meeting/Workshop Date:</th>
<th>Agenda Bill Number:</th>
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<td>Executive / Don Morrison</td>
<td>10 February 2015</td>
<td>AB15-18</td>
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<td>Resolution</td>
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**Agenda Subject:** Authorizing an Employee Appreciation Program

**Full Title/Motion:** A Resolution of The City Of Bonney Lake, Pierce County, Washington, Authorizing An Employee Appreciation And Recognition Program.

**Administrative Recommendation:** Approve

**Background Summary:** The various employee appreciation and recognition programs of the City have traditionally been included as part of the adopted City budget. In addition, the Council wishes to acknowledge outstanding contributions by City employees and formally authorize a program and set guidelines and parameters for employee appreciation and recognition.

**Attachments:** Resolution

**BUDGET INFORMATION**

<table>
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<th>Budget Amount</th>
<th>Current Balance</th>
<th>Required Expenditure</th>
<th>Budget Balance</th>
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**Budget Explanation:** For 2015 approximately $3,100 is budgeted for employee appreciation, spread among the various departments of the City.

**COMMITTEE, BOARD & COMMISSION REVIEW**

**Council Committee Review:** Finance Committee

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**Approvals:**

<table>
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<tr>
<th>Chair/Councilmember</th>
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<tbody>
<tr>
<td>Dan Swatman</td>
<td>Tom Watson (Sub)</td>
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<td>Katrina Minton-Davis</td>
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Forward to: Regular Meeting

Consent Agenda: Yes

**Commission/Board Review:**

**Hearing Examiner Review:**

**COUNCIL ACTION**

**Workshop Date(s):** January 13, 2015

**Meeting Date(s):**

**Tabled to Date:**

**APPROVALS**

<table>
<thead>
<tr>
<th>Director:</th>
<th>Mayor:</th>
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Version Oct. 2010