



ADMINISTRATIVE DIRECTIVE

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February 15, 2021		

I. **PURPOSE**

The Employee Morale and Recognition Program (EMRP) is intended to recognize and reward City employees for various reasons including, but not limited to, outstanding performance, and overall celebration of the accomplishments and unique recognitions of an individual employee or a team of employees.

II. **DEFINITIONS**

- A. Approved Funding Source: An acceptable funding source identified by a Department and approved by the Business Services Department / Budget Division to be used to make purchases for the EMRP. No grant funds may be used to make purchases under this program.
- B. Individual Employee Reward: A reward, as specified in Section III-C that is given to a specific employee.
- C. Tangible Personal Property: Physical property such as plaques, pins or certificates. Does not include real estate, cash, cash equivalents, gift cards, gift coupons, gift certificates, vacations, meals, lodging, tickets to theater or sporting events, stocks, bonds, other securities, and other similar items.

III. **PROCEDURE**

- A. Departments shall be permitted to utilize their existing budget to fund the EMRP program.
- B. Departments may recognize individual employees, groups/teams of employees or their entire staff through various rewards as defined within this Administrative Directive.
- C. Acceptable recognitions and awards may include:
 - 1. Food at events, such as galas or special celebrations; must comply with Section IV.
 - 2. Pins, plaques, certificates or similar tangible personal property recognition items.
 - 3. Flowers, balloons or similar items for special circumstances provided on an infrequent basis. Items must have a low fair market value.
 - 4. Length of Service Award. This must be tangible personal property awarded to a specific employee during a formal presentation for service beyond the first five years of employment and only if a length-of-service award has not been received by the employee in the same year or in any of the prior four years.



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5. Safety Award. This must be tangible personal property awarded to a specific employee for safety achievement during a formal presentation. Administrators, managers, clerical employees or other professional employees are not eligible for this award. This award cannot be made to more than 10% of eligible employees in any calendar year.
 6. Gift Cards. Gift cards, at any value, are considered taxable compensation to the employee receiving the gift card and the actual cards are considered a negotiable instrument. Therefore, there are additional reporting and control processes required to provide gift cards under this program. The process is detailed in Section V.
- D. The cumulative value of awards given to a specific employee, as detailed in Section III-C, cannot exceed \$400.00 in a calendar year.
 - E. An employee who has received an Individual Employee Reward may still be a recipient of other types of rewards such as food, plaques or non-monetary items.
 - F. Departments may utilize a portion of their EMRP budget for group events, such as recognition luncheons, holiday celebrations, employee anniversary recognitions or other general employee recognitions, so long as the recognition falls within the guidelines of this Administrative Directive.
 - G. No purchases under the EMRP shall violate any other Administrative Directive or the City's Ethics Policy.
 - H. Only Approved Funding Sources may be utilized to fund the EMRP. Any questions on an acceptable Approved Funding Source shall be directed to the Business Services Department / Budget Division.

IV. EMPLOYEE MEAL AND FOOD PURCHASE POLICY

The following types of food purchases are permissible under this program:

- A. Coffee, water and snacks provided during scheduled City meetings or scheduled staff training sessions conducted on City business premises. This cannot include items that could be considered a meal, such as sandwiches, burritos, pizza or similar items. Doughnuts, fruit, granola bars or similar snack items are allowable.
- B. Food, water and soft drinks provided during an annual employee picnic or annual employee event.
- C. Snacks that come in small portions, are low value and are stored in open access areas available to all staff. Examples could include a candy dish at a reception desk or cookies in a break room.



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D. Traditional birthday refreshments provided on an infrequent basis. Examples could include cake and ice cream.

V. **GIFT CARD PROCEDURE**

Gift card awards are permissible under this program in compliance with the following general process and the detailed Gift Card Standard Operating Procedure maintained by the Business Services Department:


- A. Gift card purchases are allowable through use of a PCard. Supporting documentation shall include the gift card recipient's name, employee ID number, date, reason, and award amount in addition to the standard PCard documentation. The supporting documentation shall be submitted within five business days to Payroll for additional processing.
- B. The gift card purchaser is responsible for safeguarding the gift cards, issuing the cards to the recipients within five business days, maintaining a control log including dated signature of recipient, and associated record keeping.

Appendices None

References None

Review Responsibility and Frequency The Business Services Department and Human Resources will review this Administrative Directive as needed.
Last review date: January 1, 2016.

Authorized



 City Manager
 Michael J. Ortega

2/18/2021

 Date