

Policy Name: Employee Incentive Program
Section: 3000 Operational: 3100 Administrative
Policy Number: 0000

Purpose: To provide incentives to Park District employees for outstanding performance and productivity.

Reference: None applicable

Definition:

For the purpose of this policy, employee incentives are defined as any award, token of appreciation, prize, meal, entertainment or event that is intended specifically to promote good will, foster a sense of pride in affiliation with the Park District, promote safety, productivity, reliability, efficiency, dedication, teamwork, commitment to the community, and/or cost savings for the District.

Policy:

The Park District, subject to budget authority, may expend funds to reward outstanding performance and productivity by presenting incentive awards to eligible employees. In addition, the District will recognize employees for years of service to the District. Awards will generally be given for:

1. Outstanding safety record
2. Retirement
3. Outstanding on time/dependability record
4. Outstanding achievement
5. Completion of 5, 10, 15, 20, 25, 30 and 35 or more years

The leadership team will be responsible for recommending employees to the Executive Director or designee, who will determine which employees will be recognized. Any employee may make suggestions to their Managers.

The Human Resource Department will be responsible for determining who is eligible for “years of service awards” based on official payroll records.

The expending of District funds for individual incentives and/or awards will never exceed \$125 per employee per year.

Upon the establishment of the program all employees will receive a “catch up” award for service years.

The District may from time to time, have an overall employee appreciation event that will be designed to acknowledge the contribution all employees have made to the success of the Park District. District facilities and equipment may be used as a part of these events. The cost for this type of event will be subject to budget authority and will not exceed \$1000 annually without prior board approval.

The District may periodically have contests that involve employees; any awards or prizes will not exceed \$50.00 per individual.

The IRS may classify some gifts as taxable income. The Payroll Department will withhold tax appropriately.