

CARMICHAEL WATER DISTRICT
Regulations Manual

REGULATION TITLE: **Employee Recognition and Retention Expense Policy**

REGULATION NUMBER: **3030**

3030.10 This regulation sets forth the policy of the Carmichael Water District concerning discretionary employee recognition and retention-related expenses. The purpose of this policy is to promote employee morale, efficiency, initiative and retention. The policy is consistent with Article IV, section 17, Article XI, section 10 and Article XVI, section 6 of the California Constitution.

In the normal course of operations, the Board of Directors recognizes that District employees will achieve various milestones and other job-related successes for which recognition is both desirable and warranted. Additionally, other significant events may occur in the lives of employees during their term of employment with the District that also warrants recognition. Further, the recognition of such accomplishments and milestones can improve employee safety, morale and job performance. Because the District is a direct beneficiary of increased employee safety, morale and job performance, the Board of Directors desires to establish a process and authorize reasonable expenditures for employee recognition.

3030.20 The Board of Directors authorizes the General Manager to spend monies, not to exceed \$100.00 per employee per year, for the following purposes:

1. Recognition of an Employee's job-related achievement or superior performance.
2. Recognition of an Employee's excellent attendance and/or exemplary safety record.
3. Recognition of an Employee's superior customer service, outstanding teamwork, or exceptional efforts to display and exemplify the District's mission and goals.
4. Recognition of an employment anniversary dates and retirements, birth of an employee's child, and bereavement acknowledgments for the death of an employee or an immediate family member.
5. Recognition of other similar milestones, successes, achievements, or events as deemed appropriate by the General Manager and in accordance with applicable law.

Types of expenses authorized under this policy are for items such as: plaques, flowers, cards, refreshments, or other minor items.

3030.30 This policy will be reviewed at least every two years. Further, this policy will be utilized in the District's annual budgeting process.