




**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No. 1370	Date Issued: March 25, 2004
Section: 1000 – Personnel Policies	Date Revised: March 17, 2016
SUBJECT: EMPLOYEE RECOGNITION PROGRAM	
APPROVED:  Board Chairperson	

- 1.0 The Authority supports recognition of outstanding employee and/or work team contributions. Authority employees are expected to meet uncommonly high standards for service, professionalism, integrity and dedication to duty. From time to time, employees exceed these standards through individual or team excellence. Such performance is worthy of formal recognition. Rewarding excellence through a formal recognition program is also intended to promote individual and agency morale and encourage continued excellence. Activities and/or awards for such recognition are especially encouraged during National Telecommunicator Week held in April of each year.

- 2.0 Recognition Activities may include but are not limited to:
 - 2.1 Award Ceremonies
 - 2.2 Open House
 - 2.3 Family Day

- 3.0 Recognition Awards may include but are not limited to:
 - 3.1 Presentation of Service Pins. Years of Authority service are recognized as follows:
 - 3.1.1 1 Year – Pin plus rocker
 - 3.1.2 5 Years - Rocker
 - 3.1.3 10 Years - Rocker

- 3.1.4 –Every five years after, employee will be given a rocker plus a celebratory cake.
- 3.2 Guaranteed scheduled day(s) off approved for an employee(s) in accordance with Policy No. 2030 (Time Off Requests) may be awarded in recognition for certain achievements, examples of which may include but are not limited to:
 - 3.2.1 Perfect Attendance as outlined within Policy No. 1350 (Authority Wellness Program)
 - 3.2.2 Quality Improvements as determined by the Standards of Excellence Program
 - 3.2.3 Outstanding individual and/or work team performance above and beyond the call of duty upon recommendation and approval of the Management Staff Group
- 3.3 Presentation of plaque(s), framed certificates(s), and/or framed proclamation(s) may be awarded for certain achievements, examples of which may include but are not limited to:
 - 3.3.1 Retirement
 - 3.3.2 Dispatcher of the Year, the criteria of which is determined each year by the Management Staff Group.
 - 3.3.3 Quality Improvements as determined by the Standards of Excellence Program
- 4.0 Total expenditures for employee recognition under this program shall not exceed the following amounts:
 - 4.1 FY 03/04 \$750.00
 - 4.2 FY 04/05 \$500.00
 - 4.3 FY 05/06 and beyond - \$500.00 plus an annual adjustment based on the Consumer Price Index for All Consumers for the San Francisco-Oakland-San Jose Metropolitan Area as published by the U.S. Dept. of Labor's Bureau of Statistics (CPI) in March prior to each fiscal year.