

Salt Lake County Human Resources Policy 4-800: Service Awards

Purpose

This policy outlines procedures for proper recognition of benefit eligible employees for commendable performance and for their years of service with Salt Lake County.

I. Policy

In order to attract and retain a talented workforce, Salt Lake County will offer awards for commendable performance, years of service, and to employees who retire from the organization.

II. Procedures

A. Awards for Commendable Performance

1. An Administrator may recognize an employee's commendable performance by awarding a Letter of Commendation, a Certificate of Appreciation, a bonus award, or a gift card.
 - a. An administrator may provide employees with Letters of Commendation or Certificates of Appreciation. Such letters or certificates will be given to the employee and copies placed in their agency file and their official personnel file.
 - b. Bonus awards may be granted in accordance with HR Policy 5-100, Pay and Employment Practices.
 - c. An administrator may award an employee a gift card as set forth herein:
 - i. Managers or supervisors who request gift cards for employees must complete the online [Gift Card Request Form](#). This form is to be completed for all gift cards, regardless of amount.
 - ii. A copy of the form will be routed to the Employee Service Reserve (ESR) Fund Manager, Human Resources and Mayor's Finance Payroll.
 - iii. Agencies that request gift cards will be journal vouchered for the cost on a monthly basis via the Employee Service Reserve Fund.
 - iv. Mayor's Finance Payroll will include the amount on the employee's employment tax withholding record.
 - v. It will be the responsibility of each department to allocate and budget funds for the sole use of purchasing gift cards via the ESR fund.
 - vi. ESR will purchase and retain on-hand an assortment of gift cards in \$5, \$10, \$25, \$50 and \$100 increments, and issue cards to the requesting manager or supervisor
 - vii. Employees are limited to \$100 of gift card(s) in any tax year.

B. Awards for Years of Service

1. The Human Resources Division administers the following Years of Service Awards:
 - a. 5th Year: a certificate of recognition for dedicated service will be provided to each employee at the completion of their 5th year of service.
 - b. 10th Year: a letter of congratulations and certificate of recognition will be provided to each employee at the completion of their 10th year of service. The letter of congratulations will include a website to select an option of a

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\$100 cash award or a gift of the employee's choice with an equivalent value of \$100 or less.

- c. 15th Year: a letter of congratulations and certificate of recognition will be provided to each employee at the completion of their 15th year of service. The letter of congratulations will include a website to select an option of a \$150 cash award or a gift of the employee's choice with an equivalent value of \$150 or less.
 - d. 20th Year: a letter of congratulations and certificate of recognition will be provided to each employee at the completion of their 20th year of service. The letter of congratulations will include a website to select an option of a \$200 cash award or a gift of the employee's choice with an equivalent value of \$200 or less.
 - e. 25th Year: a letter of congratulations and certificate of recognition will be provided to each employee at the completion of their 25th year of service. The letter of congratulations will include a website to select an option of a \$250 cash award or a gift of the employee's choice with an equivalent value of \$250 or less.
 - f. 30th Year: a letter of congratulations and certificate of recognition will be provided to each employee at the completion of their 30th year of service. The letter of congratulations will include a website to select an option of a \$300 cash award or a gift of the employee's choice with an equivalent value of \$300 or less.
 - g. 35th Year (any 5-year increment thereafter): a letter of congratulations and certificate of recognition will be provided to each employee at the completion of their years of service. The letter of congratulations will include a website to select an option of a \$350 cash award or a gift of the employee's choice with an equivalent value of \$350 or less.
2. The Human Resources Division shall issue the letter of congratulations and certificate of recognition for presentation by the administrator to the employee.
 3. Cash awards provided under this policy are compensation and subject to normal payroll taxes. All awards will be charged to the ESR budget.
- C. Awards for Retirement
1. Agencies may spend up to \$200 for food for use at a retirement event for an employee in accordance with Countywide Policies: [1020- Meals Policy](#), [1203- Petty Cash](#).
 2. A retirement award will be given to employees with a minimum of ten years of service who are eligible for retirement from Salt Lake County and who, prior to their retirement date, conduct an exit interview with the Human Resources Division.
 - a. Employees will be given the following retirement awards to choose from:
 - i. a cash award in the amount of \$150; or
 - ii. a gift in the form of a watch, a wall clock or a desk clock.
 - b. The employee will notify the Human Resources Division of their preferred retirement award. The Human Resources Division is responsible for issuing the cash award or for the procurement of the gift.

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III. References

- A. Human Resources Policy:
 - 1. 1-200, General Definitions
 - 2. 5-100, Pay and Employment Practices