

RESOLUTION 2021-T

**A RESOLUTION OF THE EATONVILLE TOWN COUNCIL APPROVING
AN EMPLOYEE RECOGNITION POLICY FOR THE TOWN OF EATONVILLE**

WHEREAS, the Town of Eatonville recognizes that its employees are the organization's most important asset and resource for providing quality public services to the citizens of Eatonville; and

WHEREAS, the Town wishes to support and encourage the continuation and growth of the employees and properly recognize and express its appreciation to its employees as a group and individually; and

WHEREAS, consistent with the commitment of the Town Council and of the Town of Eatonville to strive to provide the best municipal service to the citizens and customers of the Town, it is important that the employees share that commitment; and

WHEREAS, recognition of hard work, efficiency, productivity and outstanding customer service by Town employees, helps to develop good morale and continued efforts and promotes longer retention of talented and high-quality employees of the Town; and

WHEREAS, the Finance Committee reviewed and recommends approval of the attached policy; now, therefore,

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON, HEREBY
RESOLVES AS FOLLOWS:**

THAT: The Town of Eatonville Employee Recognition Policy is approved in the form attached hereto as Exhibit A.

PASSED by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 14th day of June 2021.

Mike Schaub, Mayor

ATTEST:

Miranda Doll, Town Clerk

TOWN OF EATONVILLE EMPLOYEE RECOGNITION POLICY

PURPOSE

To establish procedures and guidelines under which Town of Eatonville funds may be utilized for the purpose of employee recognition.

DEFINITION

For purposes of this policy, employee recognition means 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 Town, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for the Town among Town employees.

POLICY

The Town of Eatonville or its individual departments or work units may, subject to budgetary authority, expend funds for the purpose of employee recognition. This may include, but not be limited to, the conducting of an employee appreciation breakfast or luncheon and distribution of awards or tokens of appreciation.

The expenditure of funds for a token of appreciation, plaque or years of service award is limited to no more than \$150 total per employee per year. The expenditure of funds for an award recognizing retirement shall be limited to \$250 per employee. These limits do not include sales tax, shipping and handling, and engraving charges.

In no event shall the total of all awards/gifts received by an employee exceed the non-taxable limit as set by the Internal Revenue Service.

The expenditure of funds for meals related to an employee recognition event must be authorized by the Mayor or his designee in advance and may not exceed the per employee cost of dinner covered under the Town of Eatonville Travel Policy governing travel status meals.

The Mayor or his designee must approve the expenditure of funds for use of facilities, entertainment or similar costs for the purpose of employee recognition in advance.

Expenditure amounts may be increased on a yearly basis by the amount of the COLA received by represented employees.