

## EAST COLUMBIA BASIN IRRIGATION DISTRICT

### RESOLUTION NO. 2024-15

#### Policy for Employee Awards, Prizes, and Other Symbols of Tangible Recognition

**WHEREAS**, as part of its employee compensation the District can establish through a written resolution a program for employee awards, prizes, and other symbols of tangible recognition; and

**WHEREAS**, the District, as an employer, has a business interest in encouraging employee commitment, productivity, and morale by providing recognition events and awards. A stable and productive work force depends on an employee's basic needs of pay, benefits, and job security being met. However, there is evidence that additional key work-life elements are beneficial in achieving a high performance work force. These elements include satisfying employees' needs for a sense of belonging, knowledge that a job is worth doing, and recognition for achievement; and

**WHEREAS**, the Board of Directors has determined to authorize and approve a program for employee recognition activities, prizes, awards, and other symbols of tangible recognition and to maintain positive organizational morale and efficiency,

**NOW, THEREFORE BE IT RESOLVED** by the Board of Directors of the East Columbia Basin Irrigation District that the following policy and procedures for Employee Awards, Prizes, and Other Symbols of Tangible Recognition be adopted:

- 1.0 Purpose.
  - 1.1 To establish procedures and guidelines under which District funds can be utilized for the purpose of employee recognition.
- 2.0 Definitions.
  - 2.1 Employee Recognition: 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 District, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for the District among District employees.
- 3.0 Policy.
  - 3.1 The District may, subject to budgetary authority, expend funds for the purpose of employee recognition.
  - 3.2 Employee recognition events may include any of the following:
    - 3.2.1 Attendance by employees and the invited guests of the employee award recipient.
    - 3.2.2 Public acknowledgment of excellence and/or achievement by elected officials and/or department directors.

- 3.2.3 Presentation of individual awards such as certificates, plaques, and other recognition mementos and/or prizes.
- 3.2.4 Recognition and celebration of group success and achievement.
- 3.2.5 Celebratory meals or functions or light refreshments whose purpose is to honor employees.
- 3.3 The expenditure of funds for a token of appreciation, prize, plaque, award, or similar item is limited to no more than \$100 total per employee unless otherwise authorized by the Board of Directors. This amount will be established by the Board through the annual budget approval process.
- 3.4 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.
- 3.5 The expenditure of funds for meals related to each employee recognition event must be authorized by the District Manager in advance and may not exceed \$40.00 per employee or invited guest or cause the district to exceed the authorized budget. The District shall provide a meal for one invited guest of an award recipient. Any additional invited guests of an award recipient must reimburse the District for the cost of their guest's meal.
- 3.6 The District Manager must approve the expenditure of funds for use of facilities, entertainment or similar costs for the purpose of employee recognition in advance.
- 3.7 Employee recognition events, contests or award programs are subject to the following requirements:
  - 3.7.1 The award program or contest must be preceded by written criteria which clearly delineate 1) the rules, procedures or basis for eligibility for the employee recognition event, award, program or contest; and 2) the procedure to be used in determining the winner of the award or prize; and
  - 3.7.2 A written description of the type of award or prize which will be given must be available to all eligible employees in advance; and
  - 3.7.3 The employee recognition, award, program or contest must, within reason and consistent with the purpose of the program, be designed to include as many employees as possible.

#### 4.0 Events.

4.1 Retirement events can be held for all District employees and Directors. District recognition of an employee's separation of employment due to a recognized retirement or a Director retiring or being replaced on the Board due to an election's results warrants a district-funded celebration of the employee or Director's service to the District. The celebration will include refreshments and cake, or other snacks, and a plaque commemorating the recipient's service. Events will be held at District facilities. If a proper District venue is not adequate, alternative locations may be considered and rented with prior Board approval.

4.2 Annual "End-of Irrigation Season" and end of the year holiday season celebrations recognizing the District employees' and Directors' dedication and service to the District and its landowners can be funded by the District. The celebrations will be for all employees and Directors. The District will provide a venue, food, and refreshments for these events.

**BE IT FURTHER RESOLVED** that Resolution 2018-15 is superseded by this Resolution.

**DULY ADOPTED** in Open Meeting this 4th day of September 2024.



(Seal)

Attest:

Secretary

Doni Anderson

James Swings  
Ken Lyle

Don W Osborn

Kevin Baker