



EMPLOYEE COMPENSATION

605.17 – EMPLOYEE ACHIEVEMENT AWARD

Policy Purpose: To establish a policy and process to reward employees for exemplary or noteworthy job performance. This policy will be utilized as a way of recognizing non-represented employees who went over and above the standard performance to complete a specific project or task or where individual initiative was applied to the benefit of the District.

Policy Coverage: This policy is applicable to all fulltime, non-represented employees of the East Fork Fire Protection District.

Adopted Date: 07/19/2022

Revised Date:

Policy #: 605.17

- 1. Policy:** A department head/supervisor or Board Director may nominate an employee for a one-time lump sum bonus of up to \$1,500 and/or 1 to 3 days of paid administrative leave to reward and recognize superior performance on a project or task or where individual initiative was applied to the benefit of the District.

The employee shall not be notified of his/her consideration unless he/she is selected to receive the award.

Funding and opportunity for the Employee Achievement Award policy will be evaluated annually with the development of the annual budget.

The District Fire Chief and Director of Administrative Services shall determine if the nomination meets the program standards outlined in this policy.

The Board of Directors may provide this benefit, or similar recognition, to position (s) that may be reporting directly to them and independent of this procedure.

- 2. Procedure:** Any non-represented employee of the District who meets the established criteria may be nominated by the employee's supervisor using a prescribed application form.
 - a.** Applications must be received prior to the last work day in November of each year.

- b. The Director of Administrative Services and/or the Director of Finance will review the nominations and either approve or deny.
- c. With the exception of Board nominations, the District Fire Chief will have the final authority for approval or disapproval of any selection, and may modify the recommended award up to the limits established in this procedure.
- d. An employee may only receive one award per year based upon the merits of the application.
- e. The award will be made and presented in December of each year.

3. Nominations:

- a. Nominations will be made using a defined nomination form and emailed to the District Fire Chief and/or the Director of Administrative Services. The nomination form should state who is being nominated, a detailed explanation as to why they are being nominated, and the recommended award amount.
- b. Nominations and selections shall be made on the basis of an employee meeting a minimum of two of the following specifications which contributed to the mission of the District.
 - 1) Specific accomplishments that contributed to the increased efficiency, economy, and/or quality of District operations.
 - 2) Superior performance, which achieved results and accomplishments that clearly go beyond what is expected of the position.
 - 3) Initiated and implemented a project or program that resulted in significant ongoing savings to the District, or generated new or significantly increased ongoing revenue for the District.
 - 4) Individual efforts that generated lasting or significant positive public relations for the District as demonstrated through citizen or District employee feedback and compliments by way of telephone, letter, etc. This may also be demonstrated by employee's exceptional judgment, communication skills, and strong rapport in dealing with the public or other District employees.
 - 5) Provided suggestions or proposals that resulted in significant cost savings for the District through staff efficiency, effectiveness, or equipment/materials purchase or usage. Consistently maintained the District's best interest related to quality, cost and usage.
 - 6) Demonstrated outstanding individual effort while providing support or responding to an emergency that threatened life or property.
 - 7) Provided and/or implemented suggestions or proposals that significantly reduced the potential for employees or citizen injury or lawsuit through the elimination of a safety hazard or risk exposure.

- 8) Ensured the mission of a work unit is accomplished during a difficult period by successfully completing additional work on a project assignment while maintaining the employee's own workload.
- c. Employees selected to receive an achievement award will receive a one-time lump sum payment per year of up to \$1,500 and/or a reward of 1 to 3 days of paid administrative leave.
- d. Paid administrative leave granted as an Achievement Award must be scheduled and authorized by the supervisor and taken within six months after the date the award is made. If the time is not taken within this time period, it is lost and may not be restored.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his/her designee and/or the Director of Administrative Services, or his/her designee will review this policy annually during the open enrollment/benefit renewal process.