

County of Cumberland Board of Commissioners	Policy Number: 5.10	Pages: 1 of 2
Chapter: Miscellaneous		Effective Date: August 22, 2023 Supersedes Policy 5.10 dated: 06/22/2000
Subject: Employee Recognition Program		

I. POLICY:

The County of Cumberland shall establish and provide an employee recognition program to exhibit appreciation for their employees' public service achievement. A recognition program should strive to be aligned with a department's mission and core values to help create a positive work environment for employees, increase employee engagement, and improve employee morale.

II. DEFINITIONS: NONE

III. PROCEDURE:

Department and Division Heads are encouraged to recognize employees at the department level. The Department Head and other leaders may consult and coordinate with the Director of Training and Development prior to initiating the program. The guidelines outlined below will help departments through the process of developing a recognition program:

A. Cumberland County Recognition Committee

1. Participating departments shall form a Cumberland County Recognition Committee inclusive of departmental leadership and may include representation from County Administration. The Committee's role is to identify, develop, and implement a recognition program for their department. If there are numerous units within a department, the Committee should attempt to obtain equal representation from each unit to ensure fair recognition input into award decisions. Furthermore, the Committee shall adopt and promulgate rules and regulations for the conduct and operation of the program. The regulations shall include establishing program objectives, identify award categories, eligibility criteria, frequency, and the nomination and selection processes.

B. Establish Program Objectives

The Recognition Committee establishes objectives for the department's recognition program and provides opportunities for their employees to be recognized. There are many factors to consider when identifying these objectives:

1. Meeting the needs of the employees within the department and/or complementing the kind(s) of job behaviors or performance the department wants to recognize.
2. Linking the mission statement and core values of the department, division, and County
3. Being fair and flexible to all employees within the department

C. Identify Award Categories

The Recognition Committee shall identify award categories that complement the department's mission, core values, and goals.

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D. Identify Award Eligibility Criteria and Frequency

1. The Recognition Committee shall identify department funded resources and allocations as well as determine recognition award eligibility and frequency. Departmental employee recognition programs that impact the County budget must be included in the Department annual budget request.
2. The following eligibility requirements ensures that award criteria align with the department's work environment and maintain fair and equitable practices. All full-time employees who serve for a minimum of six months in the County are eligible for daily, monthly, quarterly, and annual awards.

Eligibility:

- i. Quality and quantity of work is consistently above average.
 - ii. Must follow County attendance and punctuality policy (Policy 4.02)
 - iii. Consistently complies with all applicable County policies. Requires minimal supervision in this area.
 - iv. Employee cooperates with others to achieve desired results.
 - v. Employee competently demonstrates verbal and non-verbal language through both internal and external interactions.
 - vi. Have no major disciplinary action in the preceding 12 months of employment.
3. The Recognition Committee shall include components of award frequency.

E. Award Nomination and Selection Process

The Recognition Committee shall determine award nomination and selection processes. The nomination process should determine specifics such as whether it is confidential, who is eligible to submit nominations, and how recognition nominations will be submitted. Additionally, the selection process shall encompass a formal rating and final decision procedure. Award recipient names shall be provided to Department Commissioner Liaisons, County Administrator, and Department of Human Resources for inclusion in the employee's personnel file.

F. Finalize and Monitor Award Program

After the Recognition Committee has finalized its developed program, they shall inform staff of the program and further monitor its effectiveness within the department. If changes need to be made to the department's recognition program, the Recognition Committee shall consider and make such changes.