

## Sacramento Suburban Water District

**Employee Recognition and Retention Expense Policy**

Adopted: September 15, 2003

Revised: September 19, 2005, October 15, 2007, December 15, 2008, April 18, 2011

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**100.00 Purpose of the Policy**

The purpose of this policy is to promote employee morale, efficiency, initiative and retention. In the normal course of District operations, the Board of Directors recognizes that District employees will accomplish various achievements and other job related successes for which recognition is both desirable and warranted. Additionally, other significant events may occur in the lives of employees during their term of employment with the District that would also warrant District recognition. Further, the recognition of such accomplishments and milestones can improve employee safety, morale and job performance. Because the District is a direct beneficiary of increased employee safety, morale and job performance, the Board of Directors desires to establish a policy for discretionary employee recognition and retention-related expenses.

**200.00 Policy**

The Board of Directors authorizes the General Manager to spend monies, not to exceed \$150.00 per employee per annum, for the following purposes:

1. Employee job-related achievement or superior performance recognition.
2. Employee excellent attendance and/or exemplary safety record.
3. Employee superior customer service, outstanding teamwork and/or exceptional efforts to display and exemplify the District's Mission Statement and Values and its Strategic Plan Goals.
4. Employment anniversary dates and retirements, birth of an employee's child, and bereavement acknowledgments for the death of an employee or his/her immediate family member.
5. Other similar milestones, successes, achievements and/or events as deemed appropriate by the General Manager and in accordance with applicable law.

Types of expenses authorized under this policy are for items such as: plaques, flowers, cards, refreshments, or other minor items.

**300.00 Policy Review**

This policy is consistent with State law and will be reviewed at least biennially. Further, this policy will be utilized in the District's annual budgeting process.