POLICY TITLE: EMPLOYEE AWARDS
POLICY NUMBER: 3630

COMMITTEE APPROVAL DATE: 12/09/2022   **WRITTEN/REVISED BY**: HUMAN RESOURCES
BOARD APPROVAL DATE: 01/25/2023   **SUPERSEDES:**   09/26/2018

POLICY:

3630 It is the policy of the Beach Cities Health District ("District") to recognize the service and dedication of long-term employees**.** The District may also recognize employees whose actions or accomplishments are beyond the regular day to day activities and assignments.

SCOPE:

3630.1 This policy applies to all District employees.

RESPONSIBILITY:

3630.2 It is the responsibility of management to understand, communicate and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures and to follow them accordingly. Employees must ask their supervisors if they are unclear as to its application.

CONTENTS:

3630.3 The Board of Directors may publicly recognize employees upon reaching five (5) years of employment with the District and every five-year anniversary thereafter.

3630.4 The President of the Board shall recognize the employee at the first Regular Board meeting immediately following the qualifying anniversary of employees.

3630.6 The Instant Award program is intended to give employees an opportunity to recommend other employees for recognition in situations where the employee's actions or accomplishments are beyond the regular day-to-day activities and assignments. An employee can receive an Instant Award up to $100 for exceptional achievement that might not be otherwise noticed such as volunteering to assist others during critical times, going above and beyond for a customer or member of the public, or producing extraordinary results while maintaining their regular work assignment. The recommendation for the Instant Award will be approved by the Chief Executive Officer (CEO).

EXCEPTIONS:

3630.7 The Chief Executive Officer is the only person authorized to make exceptions to this policy.