RESOLUTION AMENDING THE PERSONNEL POLICY BULLETIN ENTITLED
“EMPLOYEE RECOGNITION: YEARS OF SERVICE AWARDS”

WHEREAS, pursuant to Neb. Rev. Stat. § 23-104(6), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. § 23-103, the powers of the County as a body are exercised by the County Board; and,

WHEREAS, the County Board adopted Resolution 2015-92, which approved the Personnel Policy Bulletin entitled “Employee Recognition: Years of Service Awards”; and

WHEREAS, Human Resources and Administration have recommended changes to said Personnel Policy Bulletin to improve administrative processing and to increase participation in Years of Service Awards; and,

WHEREAS, said recommended changes would change Years of Service Award presentations to occur biannually rather than quarterly, see attached Bulletin.

NOW, THEREFORE, BE IT RESOLVED BY THE SARPY COUNTY BOARD OF COMMISSIONERS THAT this Board hereby approves amendments to the Personnel Policy Bulletin entitled “Employee Recognition: Years of Service Awards”;

BE IT FURTHER RESOLVED that all previous resolutions or parts of resolutions of the Sarpy County Board of Commissioners on said subject or in conflict with the provisions of this Resolution, including Resolution 2015-92, are hereby repealed.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 31st day of July, 2018.

Attest

SEAL

Sarpy County Board Chairman

County Clerk
July 31, 2018

TO: Sarpy County Board of Commissioners

FROM: Linda Welles, Acting Human Resources Director

RE: Resolution approving amended Employee Recognition: Years of Service Personnel Policy Bulletin

At the July 31, 2018 Board Meeting, Human Resources is proposing changing the Employee Recognition: Years of Service Personnel Policy Bulletin.

We are proposing going from four presentations per year to two presentations per year to increase attendance and make them more meaningful to the Board and the employees.

Attached for your review and approval is Exhibit A, which contains a redlined version of the current Personnel Policy Bulletin, along with Exhibit B, the amended Personnel Policy Bulletin.

Please contact me should you have any questions.

Thank you.
Exhibit A
Policy Statement

The purpose of this Policy is to establish a means to provide a meaningful manner in which the County may recognize employees who have rendered valuable service to Sarpy County. The County shall provide funding to recognize employees for their dedicated years of service. This Policy applies to full-time and part-time employees for continuous years of service.

This policy is compliant with the Local Government Miscellaneous Expenditures Act, Neb. Rev. Stat. 13-2201, et seq.

Provisions

The County shall acknowledge the following levels of service:

- Five (5) “Years of Service” (Service Recognition Coin)
- Ten (10) “Years of Service” (Service Recognition Pewter Buffalo)
- Fifteen (15) “Years of Service” (Service Recognition Coin)
- Twenty (20) “Years of Service” (Maximum individual award value: $200.00)
- Twenty-five (25) “Years of Service” (Service Recognition Coin)
- Thirty (30) “Years of Service” (Maximum individual award value: $300.00)
- Thirty-five (35) “Years of Service” (Service Recognition Coin)
- Forty (40) “Years of Service” (Maximum individual award value: $400.00)*
- Forty-five (45) “Years of Service” (Service Recognition Coin)
- Fifty (50), 60, 70, etc. “Years of Service” (Maximum individual award value: $500.00)*

* Note: According to IRS Pub 17, a length of service award that is equal to or less than $400 in value can be excluded from the employee’s taxable income if the award is for length of service of 5 years or more and the employee has not received another length of service award in the previous 4 years. Should the award selected exceed $400 in value, the amount over $400 is considered taxable income.

All employees reaching one of the aforementioned levels of service will also receive a certificate of appreciation.
Employee Recognition: Years of Service Awards

Presentations will occur bi-annually in the quarter following the employee's anniversary:

- 1st and 2nd quarter anniversaries (January through June, February, and March): presented in July
- 2nd quarter anniversaries (April, May, and June): presented in July
- 3rd and 4th quarter anniversaries (July through December, August, and September): presented in January
- 4th quarter anniversaries (October, November, and December): presented in January

Processes and Procedures

The processes and procedures for awards are as follows:

- Service Coins (years 5, 15, 25, 35, and 45)*
  Human Resources will coordinate the purchase of the coins. The coins and prepared certificates will be provided for presentation by the Department Head in the applicable presentation cycle.

- Pewter Buffalos (year 10)*
  Human Resources will coordinate the purchase of the award. The awards and prepared certificates will be presented at a County Board Meeting in the applicable presentation cycle.

- Individual Awards (years 20, 30, 40, and 50 or more)*
  During the presentation cycle, at the beginning of each quarter, an employee who will reach a milestone year of service during that quarter will be provided links to websites from which the employee may select an individual award. Once the employee selects an award, the employee will be responsible for notifying Human Resources of his/her selection no less than thirty (30) days before the end of the applicable presentation cycle. Should the employee fail to notify Human Resources of his/her selection, the employee will be provided a standardized gift.

  The awards for even year milestones (e.g., 10, 20, 30, 40, and 50+ years) and prepared certificates will be presented at a County Board Meeting in the applicable presentation cycle. Employees who have subsequently separated after their milestone of service but before receiving the award may attend the presentation, but must provide Human Resources with contact information no less than 10 business days of the presentation.
Employee Recognition: Years of Service Awards

*Employees are not permitted to receive the cash value of an award.

Special Information: if employees have bypassed a previous award and/or the award has changed, please contact Human Resources if interested in purchasing to complete their collection.
Exhibit B
Policy Statement

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