



TACOMA HOUSING AUTHORITY

Policy No.	HR-10.15
Policy	Employee Recognition and Appreciation
Date	March 14, 2013

1. Purpose

The Tacoma Housing Authority embraces a culture of excellence, collaboration, innovation and appreciation. To maintain such a culture, and to show appreciation to employees for serving THA residents and the community, THA will maintain recognition programs for employee longevity and appreciation for exceptional job performance (based on budget availability). THA recognizes employees are valuable resources, and as a result, wants to provide programs and awards that recognize employees for their role in furthering the mission of the agency.

2. Sources for Policy

- *RCW 41.60 Recognition Awards*
- *THA Policy HR-20.35 Variable Pay*
- *THA Policy F-30.05 Refreshments and Non-Travel Meals*
- *11/24/93 B of C Motion to amend Employee Handbook to Include Employee Appreciation Event*
- *IRS Fringe Benefits – IRC §1.132-6(e)*

3. Scope of Policy

This policy applies to all THA Staff.

4. Who is Responsible for Implementing Policy

Who	Responsibilities
<i>Human Resources Department</i>	Human Resources will maintain service records of employees, and coordinate longevity recognition in accordance with budget availability. HR will also coordinate and promote programs as determined appropriate in accordance with budget availability.
<i>Finance Department</i>	It is the responsibility of Accounts Payable to review purchase card receipts and/or reimbursement requests to assure compliance with this policy.
<i>Directors and Managers</i>	Directors and managers are responsible to know and understand this policy. They retain the responsibility to create an environment at THA where employees know their efforts are valued and appreciated on a regular basis.

5. Definitions

NA	
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6. Forms Associated with this Policy	<i>THA Form F-30.05(1)</i>	<i>Expense Approval</i>

7. Policy

7.1 Authorized Employee Programs or Appreciation/Recognition Events

THA has a business interest in encouraging employee commitment, productivity, engagement and morale by providing recognition events and awards. There is substantial evidence that key work life elements are necessary to achieve a high performance workforce. These elements include satisfying a need for a sense of belonging, knowledge that a job is worth doing, and recognition for achievement.

7.2 Board of Commissioners Approval of Employee Appreciation Event

THA has always appreciated its employees and makes an effort to show its appreciation for the work they do. Consistent with this philosophy, the Board of Commissioners passed a Motion in November, 1993 to authorize THA to conduct an Employee Appreciation Luncheon/Function in the month of December, and to amend the Employee Handbook to make a provision for this function.

7.3 Meals and Light Refreshments

Light refreshments or meals may be purchased with THA funds for employee recognition or training events, provided the guidelines from *THA Policy F-30.05 Refreshments and Non-Travel Meals; 7.1 Allowable Purchases (b) Non-Public Meals or Training* are followed.

7.4 Facility Rental

THA may rent a facility for an Employee Appreciation or training function where doing so would benefit THA's interests. The meeting selection criteria outlined in this policy will be used to guide the evaluation of staff recognition or training meeting locations. Elements to be considered:

- (a) Does the facility meet the needs of the event e.g. break-out rooms, rest rooms, etc?
- (b) Is it a public facility, which is preferred if one can be found
- (c) What is the cost of the facility? Is it reasonable?
- (d) Is it convenient access for THA employees?
- (e) Does it provide access to light refreshments or meals, if necessary?
- (f) What is availability of free parking in or near the venue?
- (g) Does it have the infrastructure needed to utilize current technology needed for event?
- (h) Does it provide for the personal safety of the meeting participants?

7.5 Length of Service Awards

Employees who have reached key milestones such as anniversaries of 5, 10, 15, 20, 25, 30, 35, and 40 years of service will be recognized by THA with appropriate actions such as recognition cards, awards, and certificates.

Length of Service awards may not exceed two hundred dollars in value per award and should follow the service award amounts listed below. Such awards may include, but not be limited to such items as personal items, plaques, pins, framed certificates, clocks, etc.

5-Year Service Award (Cost up to \$35.00)

10-Year Service Award (Cost up to \$45.00)

15 and 20 Year Service Award (Cost up to \$70.00)

25 and 30 Year Service Award (Cost up to \$90.00)

Length of service recognition may also include official retirements, where a separating employee is applying for PERS retirement and or social security, or when a long tenured employee is separating from the THA.

7.6 Exceptional Job Performance Recognition

THA has a policy, *THA Policy HR-20.35 Variable Pay*, which provides for financial recognition of exemplary employee performance.

7.7 Approval Documentation Required

Events, training and other meeting expenditures that fall under this policy must receive approval from the Director responsible for the event following the guidelines in *THA Policy F-30.05 Refreshments and Non-Travel Meals*. For occasions where spending is over \$500, pre-approval is required using *THA Form F-30.05(1) Approval for Expense*. The request requires a clear explanation of the business purpose of the meeting. At the time of reimbursement, a roster of those attending the meeting must be attached to the receipt to document the expense.