



STAFF REPORT

DATE: December 20 2016

CONSENT

ITEM #: 10

TO: Mayor and Council

FROM: Kristina Handt, City Administrator

AGENDA ITEM: Employee Recognition Program

BACKGROUND:

State law allows statutory cities to establish and operate a program of preventative health and employee recognition services for its employees, to provide necessary staff, equipment, and facilities and to expend funds, as necessary, to achieve the objectives of the program. An Attorney General's opinion from 2014 notes funds may not be used for alcohol or the costs for spouses/family of employees or other third parties.

The City of Lake Elmo does not currently have an Employee Recognition program for all departments. Over the course of their last two meetings, the HR committee has reviewed employee recognition policies from other communities and used them to develop a similar policy for Lake Elmo.

ISSUE BEFORE COUNCIL:

Should the Council adopt the Employee Recognition Policy?

PROPOSAL DETAILS/ANALYSIS:

The policy is consistent with some of the other policies the committee reviewed. It included recognition for every 5 years of service, retirement recognition and other programs such as the Fire Relief Association, memorials/hospitalizations, Environmental Stewardship Award and an annual event.

The Environmental Committee developed the criteria for the Environmental Stewardship Awards:

- focus on recognition and do not include any prizes or monetary awards
- Award periodically during the year verses an annual award program
- Award to businesses, individuals, organizations, and groups
- Should be recognized in the weekly Fresh and quarterly Source city news publications and sent to local newspapers which will allow efforts to be highlight and more opportunities for educating residents
- Do not have a formal application process
- No limitations on number of recipients and number of awards-we aren't giving to the top two but rather giving recognition for all significant achievements

This policy would replace the Service Recognition SOG from the fire department. For the most part the policies are comparable. The exception being the specific gifts for 20 and 30 years of service. The HR committee suggested they allow these to be a function of the Relief Association.

OPTIONS:

- 1) Approve the Employee Recognition Policy
- 2) Amend and then Approve the Employee Recognition Policy
- 3) Do not adopt an Employee Recognition Policy

RECOMMENDATION:

If removed from the consent agenda:

Motion to adopt the Employee Recognition Policy