



Board of County Commissioners Agenda Request

4C
Agenda Item #

Requested Meeting Date: May 9, 2023

Title of Item: Policy Update (Employee Recognition Section)

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson, HR Director		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 2 Minutes
Summary of Issue: <p>Background: The State Auditor's office indicates gift card use by local government entities raises both legal and internal control issues. They state, legal issues include the lack of authority to use gift cards as a method of distributing public funds, and the analysis by the Minnesota Attorney General that because "gifts" lack consideration they violate the State Constitution which requires a public purpose for all public expenditures. Internal control issues arise because the cash equivalent nature of gift cards can make their handling, dissemination and use difficult to trace increasing the opportunity for theft and misuse.</p> <p>One edit is recommended to our current policy. That is to change "gift card" to "taxable cash through payroll". (The gift cards are also considered taxable cash.) The proposed edited copy is attached.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to update the Employee Recognition policy as proposed.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.

Section F. Employee Recognition Service Awards (effective to all awards gifted on or after May 1, 2023):

Goal: To improve employees' health and well-being and help create a positive work environment for employees, increase employee performance, engage employees, and maintain positive employee morale.

Purpose: The employer wishes to recognize and appreciate its employees in a way that is meaningful and aids in building a culture of continuous employee wellness and recognition.

Objective: To establish and operate a program of preventive health and employee recognition services for employees, providing necessary staff, equipment, and facilities to achieve the objectives of the program, consistent with the spirit and intent of MN Stat. 15.46.

Our employees are our most valuable assets. Workplace health and recognition programs integrating nutrition, physical activity and mental wellness are effective in reducing stress levels, combating back pain, limiting sedentary behavior, preventing obesity, reducing chronic diseases (i.e. heart disease, stroke, hypertension, diabetes, depression, cholesterol), increasing productivity through better cognitive performance, enhancing satisfaction and employee morale, reducing absenteeism levels and workplace healthcare costs.

1. Department heads and immediate supervisors will recognize employees who have completed service with Aitkin County in 5 year increments. Full-time employees who reach 5 year milestones (5, 10, 15, 20 years) may select from a \$75 gift card taxable cash through payroll (\$100 at 25 years, \$125 at 30 years, \$150 at 35 years), or 4 hours of vacation/PTO time being added to their accrual bank, whichever they value most. Part-time employees who reach 5 year milestones may select from a \$25 gift card taxable cash through payroll or 2 hours of vacation/PTO time being added to their accrual bank, whichever they value most.

2. Department heads and immediate supervisors will look for opportunities throughout the year to recognize employees with verbal acknowledgment or provide them with a personal note or card for excellent performance in their work or as part of a team, for contributing to a positive and supportive work environment, and for excellence in customer/client/inmate service. Cards are available in the Human Resources office.

3. Flexible hours for staff may be arranged with the Department Head or designee to accommodate physical activity during the day or to participate in medically-sponsored programs such as smoking cessation or chronic disease prevention, provided the normal scheduled hours of work fall between 6:00 a.m. and 7:00 p.m., as specified in Article III, Employment, Section G, Hours of Work.

4. The Health Promotion Team will offer low-cost, healthy food options in break rooms where space and customer participation (sales volume) is deemed feasible. Any profits acquired from these purchases shall be returned to employees on a reasonable and uniform basis, such as shared with the health promotion team to implement incentive-based programs to encourage physical activity or offer onsite fitness opportunities such as group classes, yoga, or personal training, as determined by the County Administrator.

5. The employer encourages employees to engage in stretching and walking during their rest breaks.