

**EASTERN MUNICIPAL WATER DISTRICT  
HUMAN RESOURCE MANAGEMENT  
POLICIES AND PROCEDURES**



<b>SECTION:</b> Recognition by the Board of Directors	<b>DATE:</b> March 5, 2001	<b>PREPARED BY:</b> Angela Carman
<b>PAGE:</b> 1	<b>REVISION DATE:</b> May 1, 2005	<b>APPROVED BY:</b>

**PURPOSE**

To define those events related to the District that will be recognized by the District's Board of Directors and to provide a procedure for placing a request for recognition on the Board's agenda.

**POLICY** – It is the District's policy to have its Board of Directors be aware of and to recognize significant achievements of, and/or awards received by, individual employees, departments, work units and/or the District as a whole.

This policy in no way requires an employee to attend a Board meeting during which he/she will be recognized by the Board of Directors, however, employees are encouraged and will be provided the time to do so.

To ensure consistent application of this policy:

A representative of the Executive Office will prepare all certificates of recognition, unless otherwise approved by the General Manager or designee in advance.

A written and oral summary of the recognition will be prepared and delivered by a representative of the Community Involvement Department.

Requests for recognition by the Board of Directors that are not specifically addressed by this policy will be reviewed by a committee consisting of the Secretary to the Board of Directors, the Director of Community Involvement and the Director of Human Resources and Risk Management. The committee will make a recommendation to the General Manager or designee who will make a final determination.

**TYPES OF RECOGNITION** –

- I. Recognition by the Board of Directors in a Board meeting is reserved for significant achievements and/or awards such as:

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- Obtaining a Bachelor, Masters or Ph.D. college degree
- Obtaining professional certification not required by the current job, from a state or national professional organization.
- Obtaining U.S. citizenship
- Recognition at the regional, state or national level for outstanding performance
- Completing 15 or more years of service to the District (usually recognized in 5 year increments)

- II. Recognition by the Board of Directors in a work session will be made available to employees who have completed 10 years of service.
- III. The General Manager normally presents the Board with a report on items of interest at each work session. Certificates of appreciation, thank you letters, or similar forms of recognition will be acknowledged in the General Manager's report.

Members of the Board of Directors and the General Manager may also recognize any event or achievement they deem appropriate.

### **PROCEDURE FOR REQUESTING RECOGNITION**

District Employment Service - Community Involvement and the Human Resources Office will coordinate all District employment service recognition. The department and employee will be notified when recognition will occur.

Obtaining a College Degree - Requests for recognition of an employee obtaining a college degree should be submitted through the office of the Assistant/Deputy General Manager or General Manager, to the Secretary to the Board of Directors anytime after official notification is received that the degree has been conferred. The Secretary to the Board of Directors will place the recognition on the next Board meeting agenda for which the deadline for submittal of items can be met. The Secretary to the Board of Directors will notify the department and employee of the date and time at which recognition will occur, and will notify Community Involvement for preparation of the appropriate comments and arrangement for a photographer.

Obtaining Professional Certification – A request for recognition of an employee for obtaining professional certification not required by the employee's normal job should be submitted through the office of the Assistant/Deputy General Manager or General Manager, to the Secretary to the Board of Directors anytime after official notification is received that certification has been awarded. The Secretary to the Board of Directors will place the recognition on the next Board meeting agenda for which the deadline for submittal of items can be met. The Secretary to the Board of Directors will notify the department and employee of the date and time at which recognition will occur and will notify Community Involvement to arrange for a photographer. The department is responsible for preparing comments regarding the certification received and its significance.

Obtaining U.S. Citizenship – A request for recognition of an employee who becomes a U.S. citizen should be submitted through the office of the Assistant/Deputy General Manager or General Manager to the Secretary to the Board of Directors anytime after official notification is received citizenship has been granted. The Secretary to the Board of Directors will place the recognition on the next Board meeting agenda for which the deadline for submittal of items can be met. The Secretary to the Board of Directors will notify the department and employee of the

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date and time at which recognition will occur and will notify Community Involvement for preparation of the appropriate comments and arrangement for a photographer.

Regional, State or Federal Recognition - A request for recognition of an employee, a group of employees, or the District for receiving an award from a regional, state or federal organization i.e., ACWA, CWEA, NWRA, WestCAS, AWWA, etc., should be submitted through the office of the Assistant/Deputy General Manager or General Manager to the Secretary to the Board of Directors anytime after official notification is received from the awarding organization. The Secretary to the Board of Directors must be notified as soon as possible if representatives of the awarding organization have requested to be present at the recognition and be part of the ceremony. The Secretary to the Board of Directors will place the recognition on the next Board meeting agenda for which the deadline for submittal of items can be met or on the date of a Board meeting that will accommodate the schedules of the representatives of the awarding organization. The Secretary to the Board of Directors will notify the appropriate recipients and awarding organization, if necessary, of the date and time recognition will occur and will also notify the Community Involvement Department in advance of the event so that any appropriate publicity can be arranged.

#### **AUTHORIZED SIGNATURES ON FILE**