

United General District 304

Policy Manual

340 Employee Recognition

Effective Date: 9/1/2015

Revision Date: 4/1/2023

The Employee Recognition policy is based upon recognized tenure with United General District 304 or previously United General Hospital and Affiliated Health Services. This policy will supersede any previous employee recognition policies and/or award schedules used previously by United General District 304 or United General Hospital and Affiliated Health Services. This policy excludes all On-Call employees without an assigned FTE.

Employees will be recognized the following month (or at earliest opportunity if next month has a conflict) after they reach the below established milestones.

1 yr: \$25 visa/mc gift card, recognition certificate and special recognition at staff meeting by Superintendent and/or Supervisor

5 yr: \$50 visa/mc gift card and recognition certificate, plus up to \$25 for additional items (e.g. flowers, candy, card, etc...) based upon Supervisor's choice; special recognition at staff meeting by Superintendent and/or Supervisor

10 yr: \$100 visa/mc gift card and recognition certificate, plus up to \$50 for additional items based upon Supervisor's choice; special recognition at Board meeting if desired by employee, and at staff meeting by Superintendent and/or Supervisor

15 yr: \$100 visa/mc gift card and recognition certificate, plus up to \$50 for additional items based upon Supervisor's choice; special recognition at Board meeting if desired by employee, and at staff meeting by Superintendent and/or Supervisor

20 yr: \$150 visa/mc gift card and recognition certificate, plus up to \$75 for additional items based upon Supervisor's choice; special recognition at Board meeting if desired by employee, and at staff meeting by Superintendent and/or Supervisor

25 yr: \$200 visa/mc gift card and recognition certificate, plus up to \$100 for additional items based upon Supervisor's choice; special recognition at Board meeting if desired by employee, and at staff meeting by Superintendent and/or Supervisor

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30 yr: \$200 visa/mc gift card and recognition certificate, plus up to \$100 for additional items based upon Supervisor's choice; special recognition at Board meeting if desired by employee, and at staff meeting by Superintendent and/or Supervisor

35 yr: \$250 visa/mc gift card and recognition certificate, plus up to \$100 for additional items based upon Supervisor's choice; special recognition at Board meeting if desired by employee, and at staff meeting by Superintendent and/or Supervisor

40 yr: \$250 visa/mc gift card and recognition certificate, plus up to \$100 for additional items based upon Supervisor's choice; special recognition at Board meeting if desired by employee, and at staff meeting by Superintendent and/or Supervisor

Years of service for employee recognition will be determined by the employee's date of hire. If an employee has transitioned from an On-Call status, it will be the date their assigned FTE began. For FTE'd Temporary status employees, the date will be their original date of hire.

As an additional recognition to service beginning at year 5 and every 5 years thereafter, employees will be given a one-time additional Paid Time Off PTO day up to a maximum of 8 hours. Employees who work less than full-time (40 hours per week), will receive a prorated amount based upon their assigned FTE.