

POLICY: This policy sets forth the guidelines and categories for recognizing employees of Nassau County. The Board of County Commissioners recognizes the contributions made by employees who have invested in a career working for the Board of County Commissioners. Employee recognition is important in increasing employee morale, creating a positive culture within the organization, and reinforcing the Board's gratitude to those who have served the residents of Nassau County.

I. EMPLOYMENT RECOGNITION

A. Employee(s) of the Quarter

Nassau County shall quarterly recognize one (1) employee or team of employees as the Employee(s) of the Quarter. The employee(s) must have clearly demonstrated Nassau County's Customer Care Standards and/or had exceptional performance beyond the established duties and responsibilities of the individual's position. The program structure and implementation shall be developed by the County Manager and Human Resources Department.

B. Service Year Awards

County employees are recognized for achieving cumulative years of service. The milestone recognitions shall occur upon successful completion of their probation and every five years of cumulative service. With 20 years of service or more, the awards are presented at Board of County Commission committee meetings. The final program structure and implementation shall be developed by the County Manager and Human Resources Department. The following provides a sample list of proposed award items which may be presented.

1 year - County branded merchandise

5/10/15 years - Challenge coin, lapel pin/tie tack, County branded merchandise

20/25 years - Challenge coin, lapel pin/tie tack, County branded merchandise; plaque or acrylic award; County Manager recognition

30/35+ years - Challenge coin, lapel pin/tie tack, County branded merchandise; plaque or acrylic award; Board Proclamation

II. RETIREMENT RECOGNITION

A. Eligibility Requirements/Tiers of Recognition

It shall be the purpose of this policy to recognize employees who dedicated 20 or more years of service to the Board of County Commissioners upon their retirement. Eligibility Requirements/Tiers of Recognition: This section reflects the qualifying criteria required to be formally recognized by the Board of County Commissioners.

1. Employees with 20-24 years of service upon retirement are eligible to receive a Resolution at a regular meeting of the Board of County Commissioners, prior to their retirement date. The Resolution will be prepared by the County Manager's Office.
2. Employees with 25 or more years of service upon retirement are eligible to receive a Resolution and a retirement plaque at a regular meeting of the Board of County Commissioners meeting, prior to their retirement date. The plaque will be ordered by the County Manager's Office with the invoice sent to the Department for payment at the department's expense.

Should the employee be unable to attend the Board of County Commissioner's meeting, other arrangements can be made by the County Manager to provide the Resolution and/or plaque. Employees with less than 20 years of service are not eligible for recognition by the Board of County Commissioners. However, a Department Head and/or immediate supervisor may recognize the retiree at their discretion within the department. Said recognition shall have no financial impact/cost to the County.

B. Responsibility of Notifying the County Manager

It shall be the responsibility of the Department Head to notify the County Manager's Office, a minimum of 60 days or upon notice of their retirement if less than 60 days, prior to the employee's retirement date of the employee(s) with 20 or more years of service retiring, subject to the following:

1. The employee must be formally retiring from the County and the Florida Retirement System (FRS). Individuals "resigning" will not be formally recognized by the Board of County Commissioners.
2. The Department Head, in notifying the County Manager's Office, shall utilize the Retirement Recognition Form, attached as "Exhibit A".
3. Recognition of the retiree shall occur prior to their final date of employment.

III. Expenditures:

All costs associated with Service Awards shall be budgeted within the Human Resources Department budget. All costs associated with Retirement Recognitions shall be the responsibility of the department. During adoption of the annual budget, department heads shall determine the number of employees eligible during the following fiscal year and budget accordingly. Each employee recognition shall be limited to \$100 or less.

Exhibit A

RETIREMENT RECOGNITION FORM

Name of Employee Retiring: _____

Last Date of Employment: _____

Original Hire Date: _____

Total Years of Employment: _____

Department Head making nomination: _____

Employee Desires to be Recognized at Board Meeting: ☐ Yes ☐ No

Proposed Meeting Date: _____

Positions Served and Associated Dates: _____

Any special attributes and/or achievements to mention in the Resolution: _____

COUNTY MANAGER'S USE ONLY BELOW LINE

Date Received by County Manager's Office: _____

Scheduled BOCC Meeting: _____

Retiree Eligibility (check all that apply): ☐ Resolution ☐ Plaque - Plaque Ordered (if applicable) _____