



Title: Approval of Employees, Volunteers, Board Managers and District Partnerships Recognition Policy

Resolution number: 20-087

Prepared by: Name: Deb Johnson
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Reviewed by: Name/Title: James Wisker, District Administrator

Recommended action: Approval at the December 17, 2020 Board meeting

Budget considerations: Fund name and code: Operations – Other/Misc. 4295
Fund budget: \$2,000
Expenditures to date: \$ 0
Requested amount of funding: \$0 at this time

Past Board action: None

Summary:

From time-to-time the District has recognized employees for work anniversary milestones, and board managers and others for their contributions to the MCWD. The recognition policy is to acknowledge and recognize valuable service and contributions to the mission of the District as a means to recruit and retain employees, board members, volunteers and partners, which are critical to the long term success of the organization.

These past recognitions have been done without a formal policy in place and without the use of public funds. The District wishes to continue this important practice of recognition, however going forward within the parameters of a formally adopted policy.

Supporting documents (list attachments):

Draft Recognition Policy for Employees, Volunteers, Board Managers and District Partnerships



RESOLUTION

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WHEREAS, The Minnehaha Creek Watershed District wishes to acknowledge and recognize valuable service and contribution to its mission as a means to recruit and retain employees, Board members, volunteers and partners, which are critical to the long term success of the organization; and

WHEREAS, the Board of Managers have reviewed the attached policy and finds it will achieve meaningful recognition of District employees, Board Managers, volunteers and public and private partners.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers: hereby adopts the MCWD Employees, Volunteers, Board Managers and District Partnerships Recognition Policy

Resolution Number 20- 087 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 12/17/2020

Secretary Date: _____

Minnehaha Creek Watershed District

Recognition Policy for

Employees, Volunteers, Board Managers and District Partnerships

Adopted:

1. Purpose and Intent

- A. This policy is intended to set forth the objective of the Minnehaha Creek Watershed District's Recognition Program and to provide for the expenditure of public funds as necessary to achieve these objectives.
- B. The Minnehaha Creek Watershed District has adopted a watershed management plan that reflects an evolution to a program that derives from a more careful and active consideration of the MCWD's role and the roles of other public and private interests in the realm of water resource protection and sees its purposes not only as securing water resource benefits for the public, but also facilitating similar efforts by others. The MCWD has also adopted Resolution 17-007, a Strategic Alignment Plan, emphasizing a mission-driven approach to the District's work, and also adopted a human resources plan which emphasizes a commitment to excellence through alignment with mission, successful teamwork and collaboration with public and private partners
- C. Having set high standards for achievement and excellence within the District, the objective of the Program is to acknowledge and recognize valuable service and contributions to the District's mission as a means to recruit and retain quality and highly talented employees, board managers, volunteers and partners as necessary and critical in achieving the goals and long term success of the organization.

2. Categories of Recognition and Awards

A. *Employee Years of Service Anniversary Awards*

- a. Employees eligible for recognition under this section are regular full-time and part-time District employees. Seasonal employees are not eligible.
- b. Employees shall be presented with a certificate recognizing their years of service at the completion of five (5) years of service and upon every five years of additional service thereafter. The certificate shall be signed by the District Administrator and President of the Board of Managers.
- c. The District may purchase a gift for an employee upon completion of ten (10) years of service and upon every five years of additional service thereafter. The gift must be an item of tangible personal property such as a plaque or other reasonable and appropriate item for his recognition, and may not be a gift card, gift certificate or other item of cash value.

B. *Recognition of Employee Achievement*

- a. Employees eligible for recognition under this section are regular full-time and part-time District employees. Seasonal employees are not eligible.
- b. An Employee may be nominated by staff member, volunteer, board member or community partner for their outstanding achievement in completion of a long-standing project (internal or external) that significantly advances the organization's goals. Nominations are accepted throughout the year and awarded as deemed appropriate. Recipients are determined by the District Administrator and Board President.

- c. Employees receiving recognition for achievement shall be presented with a certificate signed by the District Administrator and President of the Board of Managers.
- d. The District may purchase a gift for an employee receiving an achievement award. The gift must be an item of tangible personal property such as a plaque or other reasonable and appropriate item for the achievement and may not be a gift card, gift certificate or other item of cash value.

C. Recognition of Employee Retirement

- a. Employees eligible for recognition under this section are regular full-time and part-time District employees. Seasonal employees are not eligible. Retirement, for the purposes of this policy, shall be defined as meeting the qualifications for retirement under the rules of the Minnesota Public Employee Retirement Association (PERA).
- b. A retiring employee shall be presented with a certificate signed by the District Administrator and President of the Board of Managers.
- c. Employees retiring from the District may receive a gift commemorating their retirement. The gift must be an item of tangible personal property such as a plaque or other reasonable and appropriate item for this recognition, and may not be a gift card, gift certificate or other item of cash value.

D. Volunteer Recognition

- a. The District utilizes volunteers to support its activities including members of its Citizen Advisory Committee (CAC). For a member leaving in good standing the District shall provide a resolution in recognition of the volunteer's support and service to the District. The resolution will be adopted by the board and signed by the District Administrator and Board President.
- b. The District may purchase a gift for a volunteer upon completion of a period of service to the District of five (5) years or more. The gift must be an item of tangible personal property such as a plaque or other reasonable and appropriate item for this recognition, and may not be a gift card, gift certificate or other item of cash value.

E. Board of Manager Recognition

- a. The District may provide a resolution recognizing a Manager's service on the Board at the completion of their term. The resolution shall be adopted and presented by the Board of Managers at a regularly scheduled meeting of the Board.
- b. The District may purchase a gift for a Manager upon completion of their term of service and not being reappointed to the Board. The gift must be an item of tangible personal property such as a plaque or other reasonable and appropriate item for this recognition, and may not be a gift card, gift certificate or other item of cash value.

F. Valued Partner Recognition

- a. MCWD recognizes the value of its many partnerships throughout the District and may from time to time recognize one of these valued partnerships for their contributions in achievement and/or in helping complete a long standing project or goal that has significantly advanced the organization.
- b. The District shall provide a resolution in recognition of the partner's support and service to the District. The resolution will be adopted by the board and signed by the District Administrator and Board President.
- c. The District may purchase and present a gift in recognition of this valued partnership. The gift must be an item of tangible personal property such as a plaque or other reasonable and appropriate item for this recognition, and may not be a gift card, gift certificate or other item of cash value.