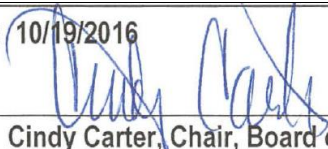


Grant County Personnel Policy

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| DATE ISSUED: 10/19/2016 | EFFECTIVE DATE: 10/19/2016 |
| APPROVED:  Cindy Carter, Chair, Board of County Commissioners | 10-17-16 Date Signed |
| LAST REVISED: 04/16/2015 | CONTACT: Human Resources |

410 – Employee Recognition “Above and Beyond”

- 410.1 Specifics: Grant County has created the “Above and Beyond” program to provide recognition to employees who take actions that benefit Grant County and its customers and is deemed to be working “above and beyond” the expectations of their position. This is not intended to be mandatory; it is only for those departments that would like to take advantage of it.
- 410.2 Eligibility: In order to be eligible to receive an “Above and Beyond” award, the following must be factored:
- 410.2.1 The employee(s) must have a current job description and performance expectations and meet or exceed expectations of their position on a consistent basis.
- 410.2.2 The recognition should be applied for a specific circumstance as long as the following conditions are met:
- (a) The employee(s) went “above and beyond” the call of duty.
 - (b) The employee(s) actions support Grant County’s goals and Mission Statement.
- 410.3 Criteria: Recognition cannot be applied to an individual more than once per calendar year.
- 410.4 Requesting/Processing Recognition: The process for requesting and processing recognition for an employee receiving the “Above and Beyond” award is as follows:
- 410.4.1 Supervisors must complete a Recognition Program Form and forward the completed form to the Director of Human Resources. This form is located on the County’s intranet under Human Resources.

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- 410.4.2 At the next regularly scheduled Elected Official/Department Head luncheon, all completed recognition forms will be discussed with attendees.
- 410.4.3 One or more employees will be chosen by the Elected Official/ Department Head luncheon attendees.
- 410.4.4 Each employee supervisor must personally present the recognition certificate to the employee. This may be done at a monthly Elected Official/Department Head luncheon that the employee attends with his/her supervisor.
- 410.4.5 A copy of the completed Recognition Program Form is maintained in the employee's personnel file.
- 410.5 Program Modification/Suspension/Termination: This program may be modified, suspended, or terminated at any time for any reason, in whole or in part.