



TOWN OF NORWOOD PERSONNEL BOARD

#P-502 - EMPLOYEE RECOGNITION AWARD POLICY

1. Purpose and Scope

- 1.1 The purpose of this policy is to establish the parameters, process and procedures for recommending employees for an 'employee recognition award' for exceeding service excellence while performing their job responsibilities to customers or fellow employees of the Town of Norwood.
- 1.2 Please see also the Town's Employee Performance Award Policy at www.norwoodma.gov, click Committee/Boards, click Personnel Board, then click Town Personnel Policies.

2. Applicability

- 2.1 This policy applies to all full and part-time compensated positions, including elected officials and excluding employees of the School Department. Positions covered by Civil Service Law or a collective bargaining agreement are subject only to those portions of the policy which are not separately regulated by Civil Service Law or by a collective bargaining agreement.
- 2.2 To the extent permitted by law, individual employment agreements (new, updated or extensions) entered into after the effective date of this policy, with employees whose positions are subject to this policy, must follow all of the provisions of this policy.
- 2.3 This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed to be consistent with the law.

3. Definitions

- 3.1 Please consult the Personnel Definitions Document (#D-100) regarding terms utilized throughout this policy.
- 3.2 Non-monetary / Non-cash – A recognition award with a value no greater than \$100, which shall not be in cash, bond, or check.
- 3.3 Employee Recognition Award – A non-monetary or non-cash recognition to an employee for exceeding service excellence.
- 3.4 Nominator – any employee of the Town of Norwood or member of a Town elected or appointed Board or Commission serving the Town of Norwood.

4. Eligibility

All Regular Full-time and Regular Part-time employees are eligible for consideration of an Employee Performance Award, as indicated in this policy.

5. Policy

- 5.1 The primary goal of this policy is to provide a tool for Department Heads and Town Boards and Commissions with the ability to recommend employees for a non-monetary or non-cash recognition award.
- 5.2 The Town Manager and Department Heads are not eligible to receive an employee recognition award.
- 5.3 This policy is not intended to, nor shall it be used for, recognizing or rewarding employees for longevity/length of service.
- 5.4 This policy shall be administered by the Town Manager under the procedures outlined in this policy.
- 5.5 Funding
 - 5.5.a Funding for this policy is subject to approval by the Finance Commission and/or Town Meeting.
 - 5.5.b No more than ten (10) \$100 awards or twenty (20) \$50 awards or a combination therein may be given out in a fiscal year.
- 5.6 As the Town Manager is the final decision maker regarding this recognition policy, he/she shall be responsible for submitting any budget request for this program under a separate account. This is a non-monetary/non-cash awards program. The allocated funds shall only be used to pre-purchase any of the following types of non-monetary/non-cash awards:
 - Restaurant Gift Certificates [not greater than \$50 each]
 - Credit/Debit Gift Cards [not greater than \$50 each]
 - Merchandise such as Shirts or Jackets with the Norwood logo
- 5.7 No employee may receive an employee recognition award for more than \$100 per fiscal year. Employees may receive more than one employee recognition award per fiscal year, as long as the total value does not exceed \$100.
- 5.8 The granting of de minimis fringe benefits of non-monetary/non-cash recognition awards valued at \$100 or less is a 'one-time benefit' under IRS regulations and is not subject to IRS reporting or withholding requirements.
- 5.9 The granting of a recognition award does not affect an employee's classification grade/step or retirement contribution.
- 5.10 Department Heads are required to act consistent with this policy and ensure this policy is implemented consistently within their department.
- 5.11 In the event of an error or violation of this policy, either intentional or unintentional, Human Resources must be immediately informed. Human Resources will identify and make the proper correction(s). A violation of this policy, whether intentional or

unintentional, will not change this policy, nor set a precedent in any future application of this policy.

6. Provisions

6.1 Recommendations

6.1.a To start the process, document **#D-121-Recognition Award Recommendation Form [RARF]** shall be filled out [Section A and B] by a nominator. [see the HR Department for the most current version of document #D-121 to be utilized.]

➤ The Town Manager may not initiate recognition for employees.

6.1.b Once a nominator fills out Sections A and B, he or she should sign the form and send to his Department Head for review.

➤ If the Department Head is the nominator the form shall be sent directly to the Town Manager, who shall start with Section D.

6.1.c If the form needs Department Head concurrence, they shall fill out Section C – Recognition Concurrence and either check the “I Do Not Concur box or the “I Concur and Recommend” box.

6.1.c.i If the “I Do Not Concur” box is checked, the form and any attached documents shall be returned to the individual who signed Section B.

6.1.c.ii If the “I Concur and Recommend” box is checked, the signed form shall be sent to the Town Manager for review.

6.2 Award Determination

6.2.a The Town Manager shall review and complete Section D – Award Determination of the RARF as soon as practical.

6.2.b The Town Manager may either ‘Approve’ or ‘Disapprove’ the recommendation.

6.3 Employee Recognition

6.3.a If approved, the Town Manager and/or his/her designee shall present the employee their recognition award. The delivery of a Certificate of Appreciation, along with the recognition award, shall be given to the employee.

6.3.b Recognition awards shall be given out in December and/or June of each year in an employee gathering to be determined and arranged for by the Town Manager.

6.4 Reports

6.4.a Logging/Tracking of all purchased and issued recognition awards shall be the responsibility of the Town Manager’s Office using **document #D-122 – Employee Recognition Award Tracking Report**. The most current version of this report form is available from HR.

6.4.b Document #D-122 shall be used as the annual report documenting all employee recognition associated with this policy and shall be sent to the Board of Selectmen and Finance Commission by the Town Manager’s office at the end of each fiscal year or upon request.

7. Applicable Laws / Statutes

This section intentionally left blank.

The following documents associated with and attached to this policy may change to meet the needs of the Town or new requirements of law. The HR Director may make the necessary document changes without changing the intent or content of this policy. Please consult the Human Resources Department for the most current version:

Available Forms – see the Human Resources Department for samples

- #D-121 - Employee Recognition Award Recommendation Form (RARF) [Section 6.1.a]
 - #D-122 - Employee Recognition Award Tracking Report [Section 6.4]
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PERSONNEL BOARD

For the Personnel Board: David E. Hajjar 12 / 10 / 2014
David E. Hajjar, chairman
Anne Haley, vice-chair
Willard Krasnow
Patterson Riley
John E. Taylor

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ERAPFC-1

Employee Recognition Award Process Flow Chart

