BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

IN THE MATTER OF ADOPTING A POLICY GOVERNING THE EXPENDITURE OF PUBLIC FUNDS FOR PLAQUES, CERTIFICATES OF ACHIEVEMENT, ITEMS OF VALUE AND RECOGNITION MEALS FOR ELECTED OFFICIALS, APPOINTED OFFICIALS, EMPLOYEES AND VOLUNTEERS	)	RESOLUTION NO. R-18-0040

WHEREAS, the Local Government Miscellaneous Expenditure Act, Neb. Rev. Stat. §§ 13-2201 through13-2204. ("the Act"), authorizes a governing body to approve the expenditure of public funds for recognition dinners, plaques, certificates of achievement, and other miscellaneous expenditures, if the governing body has formally adopted a uniform policy regarding such payments or reimbursements;

WHEREAS, pursuant to the Act, Lancaster County ("County") has formally adopted a uniform policy which governs the expenditure of public funds for plaques, certificates of achievement, items of value and recognition meals for elected officials, appointed officials, employees and volunteers, and other miscellaneous expenditures;

WHEREAS, the County's policy recognizes the various budget limitations, job assignments and training needs of County departments and offices;

WHEREAS, on February 12, 2002, the Lancaster County Board of County Commissioners ("County Board") adopted its policy by County Resolution No. 02-13, which was later amended by: County Resolution No. 02-0053; County Resolution No. 06-0114; County Resolution No. 07-0004; County Resolution No. 07-0034; County Resolution No. R-12-0018; and County Resolution No. 14-0032; and

WHEREAS, the County Board desires to revise the policy to revise the Safety and Wellness Awards and Tax Consequences subsection of the policy, and to make other miscellaneous changes;

NOW, THEREFORE, BE IT RESOLVED, by the County Board, that it hereby adopts the following policy governing the expenditure of public funds for plaques, certificates of achievement, items of value and recognition meals for elected officials, appointed officials, employees and volunteers in the matter of pursuant to the Act:

I. PLAQUES AND AWARDS

A. COMMISSIONERS' AWARD OF EXCELLENCE

The County Commissioners' Award of Excellence recognizes employees who consistently provide outstanding service and work that demonstrate exemplary personal commitment to the County.

1. Eligibility. All employees are eligible except Agency Heads and appointed deputies. Individual employees are eligible for monthly or annual awards.

2. Nomination Procedure. Employees may be nominated by supervisors, contemporaries, subordinates, and the general public. Nominations shall be submitted by completing the County Commissioners' Award of Excellence Form. Nomination forms will be available from Agency Heads, the Lincoln-Lancaster County Human Resources Department or employee bulletin boards. Additional supporting documentation such as correspondence relating to the employee's performance by other County employees may be attached. All nominations must be signed by the employee's Agency Head or appropriate designee. Said signature indicates that the nomination has been validated. Nominations that are not validated must be returned to the person submitting the nomination within fifteen (15) days. All completed

nomination forms need to be returned to the Lincoln-Lancaster County Human Resources Department by the first day of the month following the month's award.

3. Nomination Criteria. Employees may be nominated for the award based on any of the following criteria:

Safety: Practices safety on the job and promotes and encourages others to do the same.

Productivity: Always gives the best of oneself and encourages and promotes co-workers to perform their best.

Loss Prevention: Demonstrates wise use of County resources and makes recommendations that result in substantial savings to the County outside the normal course of expected job functions.

Customer Relations: Represents the County with a positive attitude, takes pride in one's work, and encourages co-workers to do the same.

Valor: Performs an act of bravery above and beyond the call of duty.

Nominations in any of the above criteria shall be based upon service or work that occurs during the employee's work hours.

4. Award Selection Process. All validated nominations will be reviewed by the Commissioner's Award of Excellence Committee members when four (4) or more members are present. The committee may select no more than one (1) individual based on the selection criteria per month. Nominees will be eligible for four (4) consecutive months. Employees will not be able to receive the monthly awarded more than once in any consecutive twelve (12) months. The Commissioner's Monthly Award of Excellence may be presented every month and the Commissioner's Annual Award of Excellence may be presented once every calendar year. An employee does not have to receive the Monthly Award to be eligible for the Annual Award of Excellence.

5. Award Recognition. Each individual who is nominated will receive a letter and certificate. Each monthly winner will receive one day off with pay and a plaque not to exceed a cost of fifty dollars ($50.00). If the monthly winner is an on-call employee, the on-call employee will receive a plaque, but not one day off with pay. The County Commissioner's Annual Award of Excellence Recipient will receive two (2) days off with pay and a plaque not to exceed a cost of one hundred dollars ($100.00). If the Annual Award of Excellence Recipient is an on-call employee, the on-call employee will receive a plaque, but not two (2) days off with pay. All awards will be presented before the County Commissioners. The County Commissioner's Annual Award of Excellence committee may recommend Annual Honorable Mention Recipients who may receive a plaque not to exceed a cost of fifty dollars ($50.00).

6. Commissioner's Award of Excellence Committee. The committee is made up of two (2) representatives from each County union identified and appointed by the unions. The committee is also composed of two (2) Employee Advisory Team (EAT) representatives recommended by the EAT and appointed by the County Board, and one (1) County Board

representative appointed by the County Commissioners. All representatives will be appointed by January 31st of each year and serve a term of two (2) years. If a committee member is unable to complete their term, another individual will be appointed to finish the term. Three consecutive non-excused absences or four total absences in a calendar year may result in termination from the Committee and notification to the respective bargaining unit and the Chair of the County Board. All committee meetings will be held on County time.

7. Administration. The Lincoln-Lancaster County Human Resources Department will oversee the Commissioner's Award of Excellence Program. The County reserves the right to rescind this policy at any time. This program should not be interpreted as a negotiable item. The costs incurred to fund the day(s) off with pay will be charged to the employee's department budget. The costs incurred to purchase the plaques and awards and other expenditures will be charged to the Lincoln-Lancaster County Human Resources Department budget.

B. <u>OTHER PLAQUES AND AWARDS</u>

1. Longevity Awards. County employees and elected and appointed officials, may be given plaques or items of value (including monetary awards) to recognize their longevity with the County service. The total cost of the longevity award shall not exceed two hundred dollars ($200.00) per award. Such longevity awards must be approved in advance by the County Board.

2. Departmental Awards. An Agency Head may implement a program, within his/her Agency, honoring an employee's superior or exceptional job performance. Monetary awards of up to one hundred dollars ($100.00) for monthly awards, two hundred fifty ($250.00) for quarterly awards and five hundred dollars ($500.00) for annual awards are allowed per employee honored. The cost of the plaque, certificate of achievement or other item of value (other than a monetary award) shall not exceed two hundred dollars ($200.00) per award. All

monetary awards must be approved in advance by the employee's Agency Head, the Director of the Lincoln-Lancaster County Human Resources Department and the County Board. The Agency is responsible for the cost of its award program.

3. Appreciation Awards. Elected officials, appointed officials, employees and volunteers, including persons serving on local government boards or commissions, may be given plaques, certificates of achievement, or items of value, including monetary awards, to recognize outstanding achievement or exceptional job performance. The total cost of the plaque, certificate of achievement or other item of value shall not exceed two hundred dollars ($200.00) per award. The expenditure for such awards must be approved in advance by the County Board.

4. Safety and Wellness Incentives and Awards. County employees and elected and appointed officials may be given incentives or awards for participation in safety and/or wellness events, including but not limited to the annual Health Risk Appraisal or the annual Wellness Fair. Such incentives or awards must be approved
in advance by the County Safety Committee or County Wellness Committee. The County Board may expend funds from the County's Wellness Fund to cover the costs of such incentives or awards: to the extent that the costs of such incentives and awards are charged against the Wellness Fund, incentives that are items of value shall not exceed fifty dollars ($50.00) per item, and the total cost of incentives and awards charged against the Wellness Fund during any fiscal year shall not exceed two hundred dollars ($200.00). To the extent that the costs of such incentives or awards are not charged against the Wellness Fund, the County Safety Committee and/or Wellness Committee shall be solely responsible for the cost of their respective incentive/award programs without resort to any County funds.

5. Monetary Awards Tax Consequences. All monetary incentives/awards will be considered compensation and are subject to normal withholding and all applicable IRS regulations. In kind awards/incentives shall be considered compensation and subject to withholding to the extent required by applicable Internal Revenue Code provisions and IRS regulations. Employees are responsible for the amount of any withholding.

I. MISCELLANEOUS

A. RECOGNITION DINNERS/MEALS

Each year a recognition dinner/meal may be held for County elected and appointed officials, employees or volunteers. The maximum cost per person for such dinner shall not exceed twenty-five dollars ($25.00). The annual recognition dinner/meal may be held separately for officials and employees of each Agency, or separately for volunteers, or any of them in combination.

B. NONALCOHOLIC BEVERAGES AND MEALS

Public expenditures are allowed to provide nonalcoholic beverages to individuals attending public meetings of the County Board. Nonalcoholic beverages and meals may be provided at public cost to any individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations, including, but not limited to tornado, severe storm, fire or accident. Nonalcoholic beverages and meals may also be provided to any volunteers during and immediately following their participation in any activity approved by the County Board, including, but not limited to, mowing parks, picking up litter, removing graffiti, or snow removal.

C. MEALS FOR COUNTY BOARD MEMBERS

Authorized expenditures shall not include expenditures for meals of paid members of the County Board while attending a public meeting of the County unless it is a joint meeting with one or more governing bodies.

D. EXPENSES OF SPOUSE

Nothing in this Resolution shall authorize the expenditure of funds to pay for any expenses incurred by the spouse of an elected or appointed official, employee or volunteer unless the spouse is also an elected or appointed official, employee, or volunteer of the County and such expenditure has been authorized as set forth herein.

AND BE IT FURTHER RESOLVED, that the foregoing policy shall be effective upon the date of execution of this Resolution, and that this Resolution shall supersede Sections II and III of County Resolution No. 14-0032 pertaining to "Plaques and Awards" and "Miscellaneous," and any previously existing County resolutions on the same subject matter.

DATED this 19th day of June, 2018, at the County-City Building, Lincoln, Lancaster County Nebraska.

BY THE BOARD OF COUNTY COMMISSIONERS OF LANCASTER COUNTY, NEBRASKA

Bill Avery

Deb Schorr

Todd Wiltgen

Jennifer J. Bickman

Roma Amund

APPROVED AS TO FORM
this 19th day of June, 2018.

For PATRICK CONDON
Lancaster County Attorney