RESOLUTION #13-524

A RESOLUTION of the Town of Twisp, Washington, modifying the Town of Twisp Personnel Policy Manual.

WHEREAS, it has been determined that Section 2.5 of the Town of Twisp Personnel Manual (Revision December 2013), hereinafter referred to as "Personnel Manual" should be added; and

WHEREAS, the Mayor and Council of the Town of Twisp have determined that establishing an Employee Recognition Award would allow the Mayor to acknowledge outstanding employee contributions and provide a means to award them for excellence in job performance which reflects positively on their department and the Town.

2.5 EMPLOYEE RECOGNITION AWARD POLICY

The Town of Twisp realizes that its employees are its most important assets and desire to award recognition for exceptional employee service, performance, and contribution. The Town of Twisp regards excellence as the aspired standard of service to our community. This award is to recognize actions which display an excellent standard of service demonstrating a concern for community, the Town of Twisp, and the employee's respective department.

The Mayor may celebrate, recognize, and award an employee(s)'s demonstration of excellence in public service, when all of the following criteria are met:

(a) A service or incident, during the normal performance of the employee's duties, is brought to the Mayor's attention through a citizen expressing appreciation for receipt of excellent service;
(b) Demonstrates a dedication in service to the community;
(c) Displays model behavior for other employees of a positive work attitude and work ethic, thereby contributing to the strength and integrity of the department; and
(d) Reflects a positive image of the Town and its delivery of services to the public.

Employee recognition may take many forms, such as a celebration, formal presentation of an award, written "thank you", commendation to the employee's personnel file, assignment to a special project, permission for additional training or professional development. In addition, the Mayor may, at his/her discretion present an individual or group of employees a gift or gift certificate in which the value of the award or recognition is to be based on the contribution made to the Town and/or community, not to exceed $50.00.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Twisp, as follows:

The Personnel Policy Manual titled "Revision December 2013" is attached and is adopted as the new set of guiding policies and procedures for the staff and officials of the Town of Twisp.

PASSED by the Town Council this 10th day of December, 2013.

APPROVED:

Soo Ing-Moody, Mayor

ATTEST:

Jackie Moriarty, Clerk/Treasurer