HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Employee Recognition Program **Effective Date: 10/15/01**
Section No.: 4 **Supersedes Policy: #35 - 09/01/97**
#50 - 07/06/99

I. PURPOSE

It is the objective of the Board of Supervisors to encourage all employees to participate fully in providing quality service to Fauquier County citizens, visitors and staff, thereby contributing significantly to the success of the County and the health, safety and welfare of our citizens. Toward this end, the County will recognize individuals and/or teams who demonstrate exceptional customer service, process improvement, and/or teamwork.

II. SCOPE

This policy applies to all permanent employees.

III. PROCEDURES

A. Recognition Criteria

Reasons for recognition shall include, but are not limited to, the following:

1. providing exceptional customer service;
2. identifying areas of monetary savings;
3. exemplifying County values;
4. identifying and implementing a process improvement;
5. initiating productivity enhancements;
6. performing a special act or service above normal duties;
7. excelling in safe work practices;
8. identifying loss prevention methods; and
9. exceptional performance, leading to the achievement of team or departmental goals.

B. Recognition Principles

1. Recognition should be commensurate with the reason it is given.

2. For recognition to be meaningful it should be timely and linked to desired behavior.

3. Appropriate public recognition can enhance the impact of recognition, i.e., at a staff meeting.

4. Every employee has a responsibility to ensure that actions which merit recognition are brought to the attention of the appropriate Department Head/Constitutional Officer, or designee.

5. Recognition is not an entitlement nor should it be the basis of expected compensation.

6. Recognition must be fairly and equitably dispersed throughout the organization.

7. Both team and individual recognition are important.

C. Forms Of Recognition

Accepted forms of recognition are listed below, with the levels of approval required next to each.

Forms of Recognition	**Approval Required**
Verbal Thank You Letter of Appreciation Assist with Job Duties	Peer
Certificate of Recognition Time off (up to two hours) Non-monetary forms of recognition* Monetary forms of recognition*	Department Head/ Constitutional Officer designee
Any of the above Time off (up to one day)	Department Head/ Constitutional Officer
Any of the above Time off (more than one day)	Deputy County Administrator Assistant County Administrator
Any of the above	County Administrator

*See Appendix A.

D. Documentation

All forms of recognition shall be documented on the Recognition Documentation Form (Appendix B) and placed in the employee's permanent Human Resources file. Documentation shall include, at a minimum:

1. the employee name/team composition;
2. the form of recognition;
3. a brief description of the actions or activities that warranted recognition;
4. dates the actions occurred;
5. the date recognition was given.

E. Recognition Presentation

Department Heads/Constitutional Officers, or their designees, shall recognize employees in an appropriate manner, such as a brief message on the Intranet, mention in the employee newsletter, public presentation, etc.

APPENDIX A

Examples of Rewards and Recognition

Non-monetary Forms of Recognition

- Thank you notes
- Special celebrations
- Name/picture on bulletin board
- Represent department at special events
- Pass along compliments from other individual
- Meet with County Administrator
- Casual day
- Letter of appreciation
- Special project
- Certificates
- Positive reports of performance
- Mention in employee newsletter
- Recognition at staff meetings
- Verbal recognition
- Certificate of recognition from peers
- Invite employees to make presentations to senior management
- Department specific awards, i.e., Sheriff's Medal of Valor
- Memo to Department Head/Constitutional Officer on performance, with copy to employee

Monetary Forms of Recognition

- New equipment (as allowed through the budgetary process)
- Food (breakfast, lunch, snacks, etc.)
- Special celebrations
- Mugs
- Gift certificate
- Picnic in park
- Tickets to events in the County
- Notepads, pens, calendars, etc.
- Retreat
- Balloons
- Time off
- Software (as allowed through the budgetary process)
- Extended lunch
- Plaque
- T-shirts
- Training/Conferences

APPENDIX B

Fauquier County General Government
Recognition Documentation Form

Employee/Team Members:	**Supervisor Name:**
	Dept. Head/Const. Ofcr. Name:
Position Title:	**Department:**
Recommended by:	
Form of recognition:	
Date recognition given:	
Reason for recognition & date of occurrence:	

cc: Employee(s) Permanent Human Resources File(s)
Payroll (if monetary recognition)