



<b>Policy Number:</b>	<b>4080</b>
<b>Policy Title:</b>	<b>Employee Recognition and Retention Policy</b>

The purpose of this policy is to promote FOWD’s culture of demonstrating appreciation and recognition of its employees. Rewards and recognition initiatives within the Fair Oaks Water District aim to recognize the efforts and achievements of teams and individuals through the use of rewards that are creative, flexible and meaningful. Additionally, significant events may occur in the lives of employees during their term of employment that would warrant District recognition. When administered and communicated effectively, reward and recognition stimulate employee morale, organizational values, and retention.

1 Program Objectives:

- 1.1 Promote a sense of ownership and accountability from employees toward their job responsibilities. Promote focus on the District’s mission resulting in high quality customer service and employee retention.
- 1.2 Provide District management with a Board approved budget that can be used to fund discretionary employee recognition and retention-related expenses used to recognize accomplishments and milestones of its employees.

2 Program Budget:

- 2.1 Lump sum of ten-thousand dollars per calendar year.

3 Program Oversight and Administration:

- 3.1 The employee recognition and retention program will be administered by the General Manager with fiscal oversight from the Board of Directors.
- 3.2 This policy complements but does not replace the provision of ongoing feedback and recognition to staff.

4 Guiding Principles:

- 4.1 Reward and recognition for employees exhibiting exemplary job performance, safety standards, customer service, outstanding teamwork and/or exceptional efforts that support and align with the Districts mission statement and organizational culture.

- 4.2 Formal and informal recognition of staff through annual events such as holiday parties, staff picnics, employee birthdays and community outreach participation.
- 4.3 Recognition of employment anniversary dates and retirements, birth of an employee's child and bereavement acknowledgements for the death of an employee or his/her immediate family member.
- 4.4 Other similar milestones and successes as deemed appropriate by the General Manager and in accordance with applicable law.

5 District Responsibilities:

- 5.1 Management will be responsible for developing and maintaining an annual employee recognition and retention program which includes any resources necessary to administer the program.
- 5.2 Management will approve all expenses related to this program for such items as plaques, flowers, cards, food, and annual awards along with providing accounting in accordance with District policy and applicable tax laws.

6 Employees Responsibilities:

- 6.1 Employees will promote and achieve the District's goals and their personal goals efficiently and will always strive to provide superior performance. Employees will recognize that the employee recognition and retention program is not an entitlement program, but a program that is based on recognition of employee value.