

RESOLUTION 2019-11-496

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,
WASHINGTON, ADOPTING RECOGNITION PROGRAM POLICY**

WHEREAS, the City Council of the City of White Salmon has determined that a recognition program for employees and elected/appointed officials will benefit the city; and

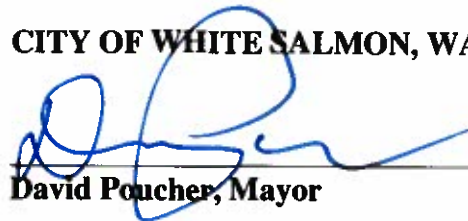
WHEREAS, it is necessary to adopt a policy in order to expend city funds on such a program;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, as follows:

1. The attached Recognition Program Policy identified as Exhibit A is adopted.

PASSED by the Council of the City of White Salmon, Washington. Dated this 20th day of November, 2019.

CITY OF WHITE SALMON, WASHINGTON




David Poucher, Mayor

ATTEST:



Jan Brending, Clerk/Treasurer

APPROVED AS TO FORM:



Kenneth Woodrich, City Attorney

EXHIBIT A

CITY OF WHITE SALMON

RECOGNITION PROGRAM POLICY

1. Purpose

To establish procedures and guidelines under which City funds can be utilized for the purpose of employee or elected/appointed official recognition.

2. Definition

Recognition: For purposes of this policy, recognition for employees or elected/appointed officials means any non-compensatory award, token of appreciation, prize, meal, entertainment of event that is intended specifically to promote good will, foster a sense of pride in affiliation with the city, promote safety, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for the City among its employees and elected/appointed officials.

3. Policy

- A. The City of White Salmon or its individual departments, subject to budgetary authority, may expend funds for the purpose of the city's recognition program.
- B. Expenditure of funds is authorized for a non-compensatory token of appreciation, prize plaque, award or similar item is limited to no more than \$200 total per employee per year. Department heads wishing to establish an employee award program must obtain approval for the program from the City Administrator. The program will be presented to the City Council and added to this policy.
- C. Expenditure of funds is authorized for a token of appreciation or similar item limited to more than \$200 for elected/appointed officials who are retiring or leaving after serving their full term, i.e. a mayor retires after 12 years of service to the city.
- D. Expenditure of funds for an event that includes facility rental, food and non-alcoholic beverages is authorized for employees and elected officials who are retiring.
 - 1) To qualify as retirement, an employee must have notified the Washington Department of Retirement Services that the employee is retiring.
 - 2) To qualify as retirement, an elected or appointed official must have served for a minimum of 8 years in their position. All expenditure of funds for a

recognition event must be approved by the City Council for elected or appointed officials.

- 3) Expenditures of funds for a recognitions event for employees must be approved by the Mayor. Expenditures of funds for a recognition event is limited to no more than a maximum of \$2,000.