

# *Grant County Fire Protection District 3*

## **POLICY AND PROCEDURE**

1. NUMBER: 4.4.5
2. SUBJECT: *Employee Recognition/Appreciation*
3. POLICY: It is the Policy of Grant County Fire District 3 to recognize employees, volunteers, retirees who served with distinction, for their outstanding accomplishments and activities

The donated time and talents of volunteers, retirees and employees would not be (been) available to the District without the support and encouragement of spouses, partners and families of the volunteers.

It is critically important to Grant County Fire District 3 to develop recognition and incentive programs to motivate, encourage and demonstrate appreciation to employees and volunteer personnel which will, in turn, attract and retain employees and volunteers.

Grant County Fire District 3 is committed to acknowledging the contributions of its employees, volunteer personnel, and their familial support systems, through incentive and recognition programs.

In accordance with this Policy, certain recognition programs are listed in this Procedure that meet this goal. In as much as practical, other programs may be instituted if they are in the best interest of the District.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.
5. RESPONSIBILITIES:
  - A. The District Fire Chief is responsible for assuring that this Policy and Procedure is followed.
  - B. Each officer is responsible for recommending to the District Fire Chief people under his or her command that deserve recognition.
  - C. People from within Grant County Fire District 3 are encouraged to report to their officer's instances in which others deserve recognition.

6. PROCEDURE:

A. Awards Ceremonies:

1. Award ceremonies may be held to honor those individuals who have distinguished themselves and have provided services and leadership deserving of special recognition.
2. Award ceremonies will be called at the discretion of the Board of Commissioners.

B. Employee Appreciation:

1. Appreciation/Recognition for employees may be also in the form of gift cards, plaques, TV's, clocks, flowers, cards, etc. deemed in as much as practical.