RESOLUTION 2021-097

A RESOLUTION TO ADOPT AN UPDATED EMPLOYEE RECOGNITION PROGRAM

WHEREAS, on February 7, 1994 a resolution was adopted to establish an Employee Recognition Program to recognize career employees of the City; and

WHEREAS, on March 4, 1996, a resolution was adopted to amend the maximum amount allowed for said Employee Recognition Program; and

WHEREAS, on March 17, 2014, Resolution 2014-029 was adopted to amend the then said Employee Recognition Program; and

WHEREAS, the City wants to continue recognizing its employees for their commitment to the City of Rapid City and its citizens; and

WHEREAS, the financial impact of an Employee Recognition Program is minimal and will require no specific increase in departmental budgets; and

WHEREAS, the potential benefit of the Employee Recognition Program to the morale and wellbeing of the City’s employees is great.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Rapid City that the following program be adopted:

CITY OF RAPID CITY
EMPLOYEE RECOGNITION PROGRAM

PURPOSE: The City of Rapid City hereby establishes an Employee Recognition Program to provide for recognition of employees of the City.

PROGRAM FUNDING: Funding for this Employee Recognition Program will come from existing departmental budgets.

PROGRAM DESIGN: The Employee Recognition Program shall be divided into two categories: 1) Retirement and 2) Individual and Department Recognition. Costs of the program will be paid by the honoree’s department.

RETIREMENT RECOGNITION: To be eligible for retirement recognition, the employee must have reached the normal retirement age recognized by the South Dakota Retirement System
(SDRS) or must have retired due to medical disability under the SDRS. The employee must also have been employed by the City for a minimum of 20 years for a normal retirement and for a minimum of 10 years for a medical disability retirement. The costs for this recognition may not exceed $25 per year per employee for normal retirement or $500 for medical disability retirement. A retirement award may be presented to the retiree by the Mayor at a regularly scheduled meeting of the Rapid City Common Council, at the retiree’s option. A public safety employee may also receive the badge used by him/her during the course of City employment. Police Department employees may receive their service weapon and Fire Department employees may receive their helmet, in compliance with those department’s policies.

INDIVIDUAL AND DEPARTMENT RECOGNITION: Individual, Division-, or Department-wide awards may be given at the discretion of the Department director for employee service to the Department or for purposes of improvement of workplace culture. The costs for this individual recognition may not exceed $100 per employee per year. A description of the recognition must be attached to the invoice. An employee may not receive more than one award per calendar year.

Under no circumstances shall any award given under this employee recognition program consist of a gift card, gift certificate or cash award from which payroll taxes must be withheld.

Dated this _____ day of ______________, 2021.

CITY OF RAPID CITY

__________________________________
Mayor

ATTEST:

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Finance Director

(seal)