**CITY/TOWN Employee Incentive Program**

The purpose of the Employee Incentive Program is to provide options for facilitating a workplace environment that rewards employees who have provided extraordinary service, leadership, role modeling and consistent performance deserving commendation, among which are paid time off and/or a stipend of up to five (5) day’s pay.

Extraordinary service means: (a) an employee’s willingness to work extra hours above and beyond the normally expected work schedule, including during emergencies, critical or unforeseen events to meet deadlines or complete projects; (b) developing and administering a special project/program requiring innovation, risk taking, and/or overcoming resistance to change that goes significantly beyond the general accepted standards; (c) providing exceptional leadership and role modeling for employees; (d) participation in team building and other employer sponsored programs meant to promote CITY/TOWN’S goals and objectives; and (e) consistent performance over and above one’s peers that is deserving of commendation.

Incentives for extraordinary service that can be requested by Department Directors or initiated by the CITY MANAGER/MAYOR for employees includes:

1. Paid time off up to 5 calendar days per year. Paid time off is not subject to payout upon termination of employment. Employees who receive paid time off must use it within twelve (12) months of it being given or lose it. Paid time off must be requested in the same manner as vacation leave and in increments of at least 4 hours.
2. Stipend or incentive payments or other forms of payment, i.e. gift cards. These payments are considered wages and will be taxed accordingly. The stipend or incentive payments shall not exceed five (5) day’s pay.
3. Pins, plaques, or other similar incentive recognition.
4. Gatherings or events for all employees.
5. Lunch outings with the office, Department or Department director.
6. Snacks and other small treats.

A Department Director or CITY MANAGER/MAYOR may recommend employees for incentives to the Human Resources Director. The Human Resources Director will review the recommendation to ensure it meets the requirements of extraordinary service and has been appropriately budgeted. The Human Resources Director will forward the request to the CITY MANAGER/MAYOR with a recommendation for approval or denial. The CITY MANAGER/MAYOR shall make the final approval or denial of an incentive request.

There shall be an Employee Activity Committee, that among other duties, will meet from time to time to discuss how to reward employees for extraordinary service, whether for an individual or the organization. The Committee Chair shall be appointed by the CITY MANAGER/MAYOR. The Chair shall appoint at least four (4) CITY/TOWN employees from various departments to the Committee. All Committee initiatives that involve the expenditure of funds shall be subject to a request to the Finance Director to ensure appropriate funds have been budgeted and the CITY MANAGER/MAYOR for approval.