



Board of County Commissioners Agenda Request



Requested Meeting Date: February 25, 2025

Title of Item: Personnel Policy Update (Employee Recognition, Cash if PTO bank is at Max)

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <input type="checkbox"/> Hold Public Hearing <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Information Only
Submitted by: Bobbie Danielson		Department: HR Dept.
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: N/A Consent Agenda
Summary of Issue: We are recommending an update to the Employee Recognition Service Awards policy. The proposed edit is underlined below. Department heads and immediate supervisors will recognize employees who have completed service with Aitkin County in 5 year increments. Full-time employees who reach 5 year milestones (5, 10, 15, 20 years) may select from \$75 taxable cash through payroll (\$100 at 25 years, \$125 at 30 years, \$150 at 35 years), or 4 hours of vacation/PTO time being added to their accrual bank, whichever they value most. Part-time employees who reach 5 year milestones may select from a \$25 taxable cash through payroll or 2 hours of vacation/PTO time being added to their accrual bank, whichever they value most. <u>Employees who are at their PTO maximum will be granted the \$75 taxable cash through payroll option (\$100 at 25 years, \$125 at 30 years, \$150 at 35 years).</u>		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Motion to update the personnel policy as proposed.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ No additional cost. Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.