



Board of County Commissioners Agenda Request

5B

Agenda Item #

Requested Meeting Date: April 14, 2026

Title of Item: Personnel Policy Update (Employee Recognition Policy)

<input checked="" type="checkbox"/> REGULAR AGENDA <input 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 Department
Presenter (Name and Title): Bobbie Danielson, HR Director		Estimated Time Needed: 2
Summary of Issue: <p>April is National County Government Month, an initiative started in 1991 by the National Association of Counties (NACo). Aitkin County is planning an appreciation event for Wednesday, April 22, 2026.</p> <p>We are requesting to change the policy title from Employee Recognition "Service Awards" to Employee Recognition "Policy".</p> <p>We are also proposing to add the following paragraph to the end of the Employee Recognition Policy. This addition will create a more efficient and practical process for routine employee recognition and appreciation efforts. Establishing this pre-approved framework allows us to be responsive and consistent, while still maintaining appropriate oversight and accountability.</p> <p>6. (new 4/2026) The County Board authorizes the County Administrator to use budgeted funds and, where available, forfeited flexible benefit funds to support employee appreciation, recognition, and wellness activities. This may include events such as the annual National Association of Counties (NACo) County Government Month appreciation event, other recognition events, training events, as well as reasonable costs for meals, refreshments, certificates, plaques, and related items necessary to carry out these activities.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Motion to edit the policy title to Employee Recognition Policy and to add #6 as outlined above, effective April 14, 2026.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		