

ORDINANCE NO. 9111

1  
2 AN ORDINANCE relating to the King County  
3 personnel system, providing for  
4 establishment of a pilot employee  
5 incentive awards program in the  
6 Department of Adult Detention; and  
7 establishing the effective date of said  
8 program.

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PREAMBLE:

The King County Council recognizes, and endorses the recognition of, employees who perform in an exemplary manner or make significant contributions to the efficiency and effectiveness of King County operations.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Unless the context clearly requires otherwise, the following terms have the following meanings:

A. "Employee" means a person employed in a permanent position on a full-time or part-time basis and who is not on an initial period of probation. The term "employee" shall not include part-time workers employed less than twenty hours per week, or intermittent, seasonal, or temporary workers.

B. "Suggestion Award" means a one-time cash award presented in recognition of ideas which are judged to directly increase economy, efficiency, or effectiveness of departmental operations.

C. "Employee Recognition Award" means a one-time cash award presented to an employee who:

1. has contributed significantly to the correctional/detention process;
2. has performed in all areas beyond what is required in the position description; or
3. has made a definite impact on the orderly running of the department.

1 D. "Special Act Award" means a one-time cash award  
 2 in recognition of a single instance of behavior or  
 3 performance which is sufficiently outstanding to warrant  
 4 formal recognition.

5 SECTION 2. A pilot employee incentives award program  
 6 is established in the department of adult detention in  
 7 accord with procedures developed by the department.

8 SECTION 3. Consistent with K.C.C. 3.13, awards in  
 9 excess of \$500 shall require council approval.

10 SECTION 4. Incentive awards may be granted in three  
 11 categories in conformance with the following schedule:

12 A. Suggestion Award

13 Nontangible savings \$25-100 (dependent upon  
 14 (procedural, efficiencies, the significance of the  
 15 etc.) suggestion on depart-  
 16 mental operations)

17 Tangible savings to Savings up to \$5000 3%  
 18 King County  
 19 (annualized) \$5000-\$50,000 2%

20 Savings over \$50,000 1%

21 B. Employee of the Month Award \$250

22 C. Employee of the Year Award \$500

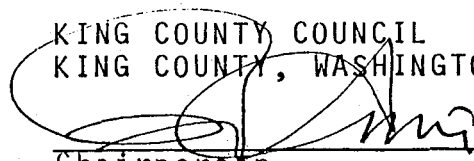
23 D. Special Act Award \$250

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SECTION 5. The pilot program is authorized to operate from November 1, 1987, through June 30, 1990, at which time a program evaluation will be submitted to the King County Council.

INTRODUCED AND READ for the first time this 6<sup>th</sup> day of February, 1989.

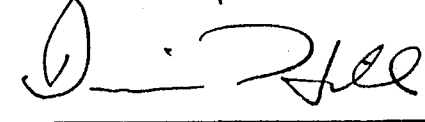
PASSED this 28<sup>th</sup> day of August, 1989.

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON  
  
Chairperson

ATTEST:

  
Clerk of the Council

APPROVED this 7<sup>th</sup> day of September, 1989.

  
King County Executive

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## PREAMBLE:

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10 recognition of, employees who perform in an exemplary  
11 manner or make significant contributions to the  
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17 permanent position on a full-time or part-time basis and  
18 who is not on an initial period of probation. The term  
19 "employee" shall not include part-time workers employed  
20 less than twenty hours per week, or intermittent,  
21 seasonal, or temporary workers.

22 B. "Suggestion Award" means a one-time cash award  
23 presented in recognition of ideas which are judged to  
24 directly increase economy, efficiency, or effectiveness of  
25 departmental operations.

26 C. "Employee Recognition Award" means a one-time  
27 cash award presented to an employee who:

28 1. has contributed significantly to the  
29 correctional/detention process;

30 2. has performed in all areas beyond what is  
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SECTION 4. Incentive awards may be granted in three categories in conformance with the following schedule:

- A. Suggestion Award
 


Nontangible savings	\$25-100 (dependent upon	
(procedural, efficiencies,	the significance of the	
etc.)	suggestion on depart-	
	mental operations)	
Tangible savings to	Savings up to \$5000	3%
King County		
(annualized)	\$5000-\$50,000	2%
	Savings over \$50,000	1%
- B. Employee of the Month Award \$250
- C. Employee of the Year Award \$500
- D. Special Act Award \$250

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2 from November 1, 1987, through June 30, 1990, at which  
3 time a program evaluation will be submitted to the King  
4 County Council.

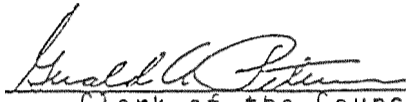
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6 day of February, 1989.

7 PASSED this 28<sup>th</sup> day of August, 1989.

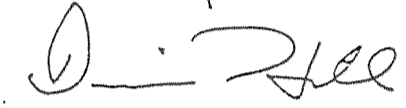
8  
9 KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON


10   
11 Chairperson

12 ATTEST:

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14 Clerk of the Council

15 APPROVED this 7<sup>th</sup> day of September, 1989.

16   
17 King County Executive

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**King County  
Department of Adult Detention**

500 Fifth Avenue  
Seattle, Washington 98104

June 27, 1990

RE: Revised Incentive Awards Program

1. Policy

It is the policy of the Department of Adult Detention (DAD) to promptly recognize and equitably reward employees who perform in an exemplary manner or make significant contributions to the efficiency and effectiveness of County operations.

2. Responsibilities

- A. The Director is responsible for the overall DAD Incentive Awards Program.
- B. The Personnel Officer is responsible for monitoring the program, maintaining records, scheduling meetings, routing approved suggestions and awards to the payroll office, and notifying suggestors of the reasons for disapproval.
- C. The Associate Director is responsible for monitoring and ensuring approved awards and suggestions are implemented.

3. Procedures

A. Composition

1. Incentive Awards Committee

- a. Personnel Officer, Chair
- b. Associate Director - Services
- c. Administrative Assistant
- d. Union Representative
- e. Personnel Clerk, Secretary (nonvoting member)

2. Employee of the Quarter/Year Screening Committee

- a. Two members nominated by DAD Management
- b. Two uniformed staff members nominated by Local #519
- c. Two non-uniformed staff members nominated one each by Local #519 and AFSCME Local #21-AD.

B. Incentive Awards

The Incentive Awards Committee will meet the last Thursday of each month to consider and make recommendations for approval or disapproval on all suggestions. Minutes of committee meetings will be forwarded to the Director, who will make the final decision concerning the recommendations of the committee.

C. Suggestion Awards

Those ideas which directly increase economy, efficiency, or effectiveness of operations are eligible for award consideration. Ideas which should not be considered as suggestions include ideas which call attention to the need for routine maintenance or repair work, ideas which concern services to employees, ideas whose processing costs clearly exceed benefits to be obtained from the ideas, and ideas concerning routine safety practices. Suggestions will be processed as follows:

1. Suggestions must be submitted in writing on the Incentive Award Suggestion Form to the Personnel Office or placed in the suggestion box near the staff dining room.
2. The Personnel Office will assign a number to the suggestion and furnish the suggestor with a receipt.
3. The suggestion (minus the name of the suggestor) will be sent to the affected parties for comment. The commentor shall return the suggestion and his/her comments to the Personnel Office for consideration at the next Incentive Awards Committee meeting. The Incentive Awards Committee will evaluate the suggestion. The committee may or may not recommend adoption of the suggestion. The committee may defer action on a suggestion for 30 days, during which time further information will be gathered.
4. Reasons will be given for the recommendation to adopt or not to adopt a suggestion.
5. When appropriate, members of the Incentive Awards Committee will recommend the amount to be awarded on those suggestions to be adopted. Approved suggestions will be recognized according to the following scale:

<u>Suggestion Type</u>	<u>Award Amount</u>
Nontangible savings (procedural, efficiencies, etc.)	\$25-\$100 (depends on significance of suggestion on departmental operations)
Tangible savings to County (annualized)	Savings up to \$5,000 -3%
	Savings from \$5,000-\$50,000 -2%
	Savings over \$50,000 -1%



6. The Director will make the final decision concerning the recommendations of the committee.
7. Employees whose suggestions have been approved shall be recognized at the next appropriate roll call/staff meeting, and in the next issue of the Emerald Digest.

D. Employee of the Quarter

1. The criteria against which an employee is evaluated for selection for Employee of the Month/Year remains unchanged. Nominations for employees who are felt to be deserving of recognition may be submitted by either an employee's supervisor or an employee's colleagues, either individually or collectively.
2. All nominations must be received by the 20th day of the last month in the quarter for which nominated. The Committee will review the nominations and forward their top three respective recommendations to the Director for final selection by the 25th of the month.
3. All nominees must be rated on the criteria outlined in Attachment 1. No employee will be selected as Employee of the Quarter more than once during a 12-month period. A nominee is eligible for consideration for one year.
4. There must be a minimum of three nominees from which to select. If there are not three candidates, no selection will be made for that quarter.
5. The nominee selected as the Employee of the Quarter will receive a \$250 cash award, and his/her photograph and name will be prominently displayed.
6. A plaque will be developed with the picture of the current Employee of the Quarter. This plaque will also have a brass plate with the names of each of the Employee of the Quarter selectees. This plaque will be placed in the Lobby Entrance.

E. Employee of the Year

1. This award will be presented to the individual who has made exceptional contributions in his/her work for the calendar year. Supervisors are responsible for nominating employees for the award. Nominations are subject to the following criteria:
  - a. Nominee's performance evaluation not less than "Exceeds."
  - b. Has supported the Equal Employment Opportunity Program.
  - c. Has contributed significantly to the operation of the Department of Adult Detention.

The selection process will be the same as for the Employee of the Quarter.

The nominee selected will receive a \$500 cash award, and his/her photograph and name will be prominently displayed.

F. Special Act Award

1. This award recognizes a single instance of behavior or performance which is sufficiently outstanding to warrant formal recognition. Examples might include, but are not limited to, preventing an escape, saving an inmate's life via use of first-aid procedures, appropriately intervening in a situation where the employee's life/safety was seriously jeopardized, etc.
  2. Nominations should be made in memorandum format and forwarded through the normal supervisory channels for review and approval by the Director. Persons selected for this award shall receive \$250.
- G. Supervisors are reminded that final approval rests with the Director. Consequently, award recommendations should not be discussed with the employee being nominated prior to final approval.

The effective date of the Incentive Awards Program is November 1, 1987.

SS:jkm  
t:iap

Date: \_\_\_\_\_

TO: Personnel Office

FM:

RE: Nomination for Employee of the Quarter

1. Name of Nominee: \_\_\_\_\_

2. Present Position: \_\_\_\_\_

Pay Range/Step: \_\_\_\_\_

3. Date and type of other recognition in the last 12 months: \_\_\_\_\_

\_\_\_\_\_

4. Criteria for basis of award (provide narrative description under appropriate category):

a. Has contributed significantly to the correctional/detention process. Or,

b. Has performed in all areas beyond what is required in the position description. Or,

c. Has made a definite impact on the orderly running of the department.

5. Committee Recommendation:

  
YES  
NO

6. Director: Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

t:iap2

INCENTIVE AWARD SUGGESTION FORM

ATTACHMENT #2

Instructions: Complete all information requested, except "Suggestion Number." Describe your suggestion completely. Use additional sheets of paper and include drawings as necessary. Place in suggestion box or deliver to Personnel Office.

Last Name, First Name and Middle Initial | Date | Suggestion Number

Subject of Suggestion | Signature of Suggester

(This portion of form will be detached by the Personnel Office before committee considers idea.)

Suggest:

Suggestion Number

Continue on another page, if necessary

SUGGESTION RECEIPT

Subject of Suggestion | Suggestion Number

Your suggestion has been assigned the above number. It will be given careful consideration and you will be advised as to the action taken. Thank you.

D.A.D. STAFF SURVEY  
EMPLOYEE INCENTIVE AWARDS PROGRAM

The department is seeking staff input about the Employee Incentive Awards Program, which includes recognition and a cash award for the Employee of the Month, the Employee of the Year, and for suggestions which contribute to the Department. This program has been a pilot program and is scheduled for evaluation in June.

Please take the time to answer the following questions in order that your input can be considered in the evaluation of the program.

1. Do you think that the Employee of the Month and the Employee of the Year programs are a good idea? (use the back of this page if necessary)

YES       NO       UNDECIDED

Why or Why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Do you think that the Employee Suggestion Award program is a good idea?

YES       NO       UNDECIDED

Why or Why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever nominated anyone for Employee of the Month/Year?

YES       NO

4. To your knowledge have you ever been nominated for Employee of the Month/Year?

YES       NO

5. Have you ever made a suggestion to the Employee Suggestion program?

YES       NO

PLEASE RETURN NO LATER THAN MAY 25. THANK YOU FOR COMPLETING THIS SURVEY.

THIS SURVEY CAN BE RETURNED TO THE ENVELOPE POSTED BY THE PAYROLL WINDOW.

EMPLOYEE OF THE MONTH:

November	1987	Norel Hanson
December	1987	Richard Higginbotham
January	1988	George Richardson
February	1988	Don Hildebrandt
March	1988	Doug Hjellen
April	1988	Vernie Sharp-Rovig
May	1988	Richard Warnke
June	1988	Tissia Kemp-Brown
July	1988	Paul Lyons
August	1988	Carmelita Batayola
September	1988	Robert Sprinkle
October	1988	Carmen Hill
November	1988	Betty Jackson
December	1988	Steve Wilen
January	1989	Nancy Light
February	1989	Andre Gantt
March	1989	Fe Reudas
November	1989	Jim McKeon
December	1989	John Slomnicki
January	1990	Maysie Morey
February	1990	Jack McDougall
March	1990	Ed Mitre
April	1990	Rusti Osen
May	1990	Mary Richards
June	1990	Bobbie Brewer

EMPLOYEE OF THE YEAR:

1988	Dan Nolan
1989	Fe Ruedas

SPECIAL ACT AWARD:

1989	Steve Porter
1990	Theron McCain

D. A. D. STAFF SURVEY RESULTS  
EMPLOYEE INCENTIVE AWARDS PROGRAM

1. Employee of the Month/Year programs are a good idea.
 

Yes	33	(75%)
No	6	(14%)
Undecided	5	(11%)
  
2. Employee Suggestion Program is a good idea.
 

Yes	36	(82%)
No	2	(4%)
Undecided	6	(14%)
  
3. Have nominated someone for Employee of the Month/Year.
 

Yes	19	(43%)
No	24	(55%)
Undecided	1	(2%)
  
4. Have been nominated for Employee of the Month/Year.
 

Yes	8	(18%)
No	34	(77%)
Undecided	2	(4%)
  
5. Have made a suggestion to the Employee Suggestion program.
 

Yes	13	(30%)
No	31	(70%)

(N = 44)