



MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by: [Signature] Date: 3/12/21
General Manager

DATE: March 12, 2021
TO: Board of Directors
FROM: Berta Torres, HR Manager and Kacey Christie, Safety & Risk Manager
SUBJECT: New Recognition and Reward Program and new Safety Champion Program

RECOMMENDATION: For your information only.

BACKGROUND AND DISCUSSION

Enclosed please find program descriptions for the new Employee Recognition and Rewards Program and new Safety Champions Program, which were designed with input from employees, supervisors, and managers and will be implemented this later month. These programs were designed to allow for maximum employee participation.

These new programs replace several recognition programs that had a long history at the District but had been seldom used for several years. The former recognition programs were primarily dependent on gift certificates from the Last Chance Mercantile for rewards.

Further details will be provided during a presentation at the board meeting.

FISCAL IMPACT

The cost of the new programs will be nominal for remainder of current fiscal year and related expenses are budgeted under Employee Recognition. The estimated cost of the Employee Recognition and Reward Program is \$15,000 and the Safety Champion Program is estimated at \$32,32.00 for a combined total of \$47,320 for FY 2021/21.

CONCLUSION

District Management recognizes the importance of recognizing and rewarding employees for their valuable contributions to the District's success. The new programs are intended to enhance and encourage greater collaboration and teamwork and are aligned with the District's People Pillar of Sustainability.

Respectfully submitted,

[Signature]
Berta R. Torres

[Signature]
Kacey Christie



Monterey Regional Waste Management District

Employee Recognition & Reward Program

The District's Employee Recognition & Reward Program is designed to encourage open acknowledgement and appreciation for an individual or team's effort and accomplishments that support the District's goals and mission of *Turning Waste into Resources*. The objective of the program is to show **pride and gratitude** for employees whose efforts or contributions **go above and beyond** the norm or **exceed expectations**.

1. High-Five Award | Coworker-to-Coworker Recognition

This award was designed with input from employees and is intended to recognize and reward employees whose actions or behavior demonstrate the Award Values of:

- TEAMWORK:** Helpful, aware, go above and beyond, go the extra mile.
ATTITUDE: Respectful, happy, positive, open-minded, kind and great communicator.
DEPENDABILITY: Can be counted on.



Process: Employees who wish to acknowledge the extraordinary contributions of a coworker shall obtain the High Five nomination card from their manager; fill-in card and gives completed nomination card to the coworker privately or at team huddle. Employees are encouraged to send a picture of award recipients to HR to share on District News. Award recipients collect Award cards and submit to HR to claim the following prizes:

High Five Award Prizes

- 1 Card Award Pin and High Five Group Lunch or Lunch from Food Truck (\$10 value).
- 3 Cards Beanie or baseball cap with award logo.
- 5 Cards Sweatshirt with award logo.

Since there is great satisfaction in giving and receiving recognition, employees are encouraged to continue collecting High Five Award cards (6+) for participation in Group Lunches or surprise raffles.

2. Going the Extra Mile (GEM) Award | Manager-to-Employee Recognition

This award was designed with input from Operations Managers and is intended to recognize and reward employees who demonstrate extraordinary performance under unusual circumstances or unequalled personal effort in overcoming unusual obstacles in the completion of a project or task or who otherwise **"go the extra mile"** for the benefit of the team or the District.



Reward: Award Certificate and \$25 - \$50 Target Gift Card (at manager's discretion)

Process: A manager communicates nomination to HR. HR prepares Award Certificate (includes signatures of Manager, Dept. Director, HR Manager, General Manager and Supervisor, if appropriate). Manager presents Award Certificate and reward at shift huddle. Managers are encouraged to send a picture of award recipients to HR to share on District News.



Monterey Regional Waste Management District

3. Milestone Award | Recognizing Years of Service

The Milestone Award is intended to recognize and reward employees for their years of service to the District. Employees receive an Award Certificate and Jacket with District logo or gift card (Costco or Walmart) and pin representative of milestone year in accordance with their years of service:

Service Years	Reward
3	Jacket
5	\$125
10	\$175
15	\$225
20	\$300
25	\$375
30	\$475
35	\$575
40	\$675
45	\$775



Process: HR prepares monthly Milestone Award Certificate and gift card election form. General Manager personally presents Milestone Award and reward to employee week of anniversary. If General Manager is not available, the Department Director or Department Manager presents recognition to employee.

Employee submits gift card election form to Accounting. Accounting orders gift card and issues with paycheck upon arrival.

For 3 year milestone, HR orders employee jacket and Manager presents the same to employee upon arrival.



Safety Champions Program

The Safety Champions Program is a health & safety reward program with a sports theme emphasizing teamwork and fair play. It recognizes the importance of the full team and its impact on everyone's safety. This program provides several opportunities for employees to be a champion of safety:

- 🏆 **Attendance Excellence Award** | Individual Employee
- 🏆 **Zero Lost Time Injuries Award** | Individual Employee
- 🏆 **Operations Team Safety Compliance Award** | Operations Department
- 🏆 **Safety Improvement Award** | Individual or Team of Employees

🏆 Attendance Excellence Award

Eligibility: All Full-time District Employees are eligible.

Winner: Annual Recognition for individuals with 4 days (32 hours) or less of unscheduled absences in calendar year.

Reward: Employee is rewarded with a Floating Holiday (8 hours) in January of following year.

🏆 Zero Lost Time Injuries Award

Eligibility: All District Employees are eligible. Employee must be an active employee at time of payout to qualify.

Winner: Annual Safety Bonus after completing a calendar year of Zero Lost Time Injuries by Employee.

Reward: Annual Bonus is awarded in January based on record of previous year.

- ✓ Full-time Employees (min. 40hr/week) = net \$200.00 bonus
- ✓ Bonus amount will be prorated for employees working less than 12 months in a year (New Hires or Part Time).

🏆 Operations Team Safety Compliance Award

Eligibility: Operations Departments that team up to meet the four Safety Compliance Goals in a given quarter:

1. Safety Training Completed on time by all department employees.
2. Zero Property Damage Accidents by any department employee.
3. Zero PPE Violations by all department employees.
4. Zero Fire Safety Violations that include:
 - ✓ No blocked, missing, or expired fire extinguishers.
 - ✓ No blocked emergency exits, fire alarms, or equipment emergency shut offs.
 - ✓ Proper chemical storage & control of combustible materials.

Winner: Any Operations Department that has met all four of the quarterly compliance goals that are verified by their monthly safety committee inspections, training records and incident report investigations submitted to Safety.

Reward: Department Team Lunch and logo wear (cap or beanie) at the beginning of the following quarter.

🏆 Safety Improvement Award

Eligibility: Any individual or group of employees are eligible. Goals are submitted in advance of the Quarter to Safety & Risk Manager for review & approval.

Winner: Individual or Team whose Team Goal and/or Creative Solution for a Health & Safety Improvement measure was adopted and achieved at the District.

➤ Sample Improvement Ideas:

- ✓ Creative Solutions - Process changes resulting in improved safety, efficiencies, and productivity; Create a new health & safety campaign; Conduct specialty training or emergency drills, etc.
- ✓ Team Goals - Increase the number of days between recordable injuries; Review & update existing JHAs & SSPs; Develop & conduct safety observations for a given process/program/equipment similar to Landfill HEO qualification evaluations or LOTO audits.

Reward: Individual or Group is rewarded with District Logo Wear at the beginning of the following quarter.