

**SOUTHWEST SUBURBAN SEWER DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 2023-02-01**

**A RESOLUTION OF SOUTHWEST SUBURBAN SEWER  
DISTRICT, KING COUNTY, WASHINGTON, AMENDING  
THE DISTRICT'S EMPLOYEE RECOGNITION PROGRAM.**

WHEREAS, the Board of Commissioners of the Southwest Suburban Sewer District ("District") recognizes the importance of promoting public service, and maintaining and improving the quality of the public service provided by the District; and

WHEREAS, the Board recognizes the value of its employees' contributions in enhancing the public service provided by the District; and

WHEREAS, the Board also recognizes that employee morale affects the quality of the public service provided by the District; and

WHEREAS, the Board finds that District programs designed to improve employee morale by appropriate recognition of their public service serves the public interest by maintaining and enhancing the quality of the service provided by the District; and

WHEREAS, the Board desires to amend the District's existing Employee Recognition Program adopted by Resolution 2006-26 on June 20<sup>th</sup>, 2006, to incorporate the recommendations of the District Manager to better facilitate the underlying purposes and goals of the District's Employee Recognition Program; now therefore,

BE IT RESOLVED by the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, as follows:

1. In order to recognize District employees' public service, two employee recognition events shall be held annually – a summer picnic and a seasonal holiday party. At each event, employee contributions to public service will be recognized by the District.
2. Employees and members of the Board of Commissioners of the District will be invited to attend each event at the District's expense. Spouses, guests and interested citizens will be invited to attend at their own expense.
3. Funding for the Employee Recognition Program is hereby set at \$8,000 annually, and shall be part of the District's annual operating budget.
4. In order to further recognize the value of the contributions of its employees, at each of the semi-annual employee recognition events the District will conduct a random drawing and award prizes to those eligible employees whose names are selected during the drawing. In order to be eligible to participate in the drawing, employees must be in good standing.

4.1 The phrase "in good standing" shall mean those employees that meet the following criteria: (a) an employee that has not received a written reprimand within the last year or a verbal reprimand within the last six months, calculated from the date of the semi-annual employee recognition event; (b) an employee that has been evaluated by his or her supervisor in the most recent employee evaluation as having performed at a satisfactory level, or higher, in all evaluation categories used by the District in the review and evaluation of its employees; (c) an employee that has performed his or her duties in the previous six months in a safe manner so as to prevent or avoid personal injury to the employee, district staff, or third parties, or property damage, as determined by the District Manager in his or her discretion.

4.2 At each semi-annual employee recognition event, the District will award by random drawing a total of ten (10) prizes to eligible employees. The combined value of such prizes awarded at each semi-annual employee recognition event shall not exceed a total of \$350. Examples of the types of prizes that may be awarded by the District include, but are not limited to, the following: gift certificates, gift cards, clothing and apparel, books, music, movies, miscellaneous items for the home or office, and novelty items.

5. All District resolutions, policies and procedures, including Resolution No. 2006-26, shall be superseded, rescinded and modified to be in accordance with the policies, terms and conditions set forth in this Resolution.

ADOPTED by the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, at the regular meeting thereof held this 7th day of February, 2023.

SOUTHWEST SUBURBAN SEWER DISTRICT  
KING COUNTY, WASHINGTON

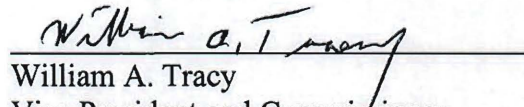
Individual Commissioner's  
Vote on Resolution

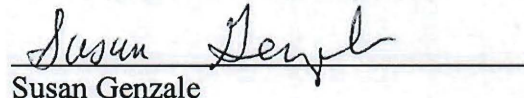
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In Favor Of: ☒  
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Opposed: ☐  
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Scott Hilsen  
President and Commissioner

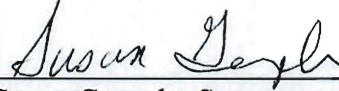
  
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William A. Tracy  
Vice President and Commissioner

  
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Susan Genzale  
Secretary and Commissioner



## CERTIFICATE

I, Susan Genzale, Secretary of the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 2023-02-01 of such Board, duly adopted at a regular meeting thereof held on the 7<sup>th</sup> of February, 2023, signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.



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Susan Genzale, Secretary  
Board of Commissioners  
Southwest Suburban Sewer District  
King County, Washington.