

# Employee Appreciation and Recognition

## 4.1.4

### PURPOSE

The purpose of this policy is to provide guidelines for employee appreciation events, employee events at the SAP Center at San José and the Sharks Ice at San José, and employee recognition awards, in order to promote the City's One Team values and to celebrate and encourage achievements that improve City operations and service delivery.

### SCOPE OF APPLICATION

This policy applies to all City employees under the appointing authority of the City Manager.

### POLICY

The following are separate appreciation and recognition options:

#### 1. Employee Appreciation Events

Departments may host team-building employee appreciation events which may include, but are not limited to, holiday and summer events. A maximum of \$40 of City funds total per participating department employee (employees actually attending the event) per fiscal year can be spent on appreciation events as described in this policy and shall be paid from each department's existing budget. Contractors are not City employees and are ineligible. An exception to the \$40 maximum of City funds per employee may be made if an eligible employee participates in a cross-departmental project specific appreciation event. The eligible employee may participate in up to two appreciation events per fiscal year: one department event and one cross-departmental event.

For employee appreciation events such as a picnic or luncheon, and in which City funds are spent on food and beverage purchases, refer to City Administrative Policy Manual, [Section 5.1.5 Food and Beverage Expenditure Policy](#). Food and beverages may be purchased for a non-regularly scheduled business meeting, per the City's Food and Beverage Expenditure Policy, and would not count toward an employee's appreciation event budget of \$40 per fiscal year. Retirements, birthdays, baby showers and other personal celebrations are not qualified employee appreciation events under this policy. Alcoholic beverage purchases are not reimbursable under this policy. Please see City Administrative Policy Manual, Sections [1.4.1](#), [1.4.2](#), [1.4.3](#) and [1.4.4](#), for information regarding limitations of alcohol use/possession while working and/or on duty.

#### 2. Employee Recognition Events at the SAP Center at San José and the Sharks Ice at San José

Teams and/or workgroups that achieve exceptional accomplishments are eligible to attend employee recognition events at the SAP Center at San José utilizing the City Suite, or tickets to Barracuda home games at the Sharks Ice at San José. To be considered for such an award, a Department Director must nominate a team or workgroup and articulate the reason(s) they should be considered for recognition. To prevent long backlogs of requests, departments are authorized a maximum number of awards per fiscal year based on their number of budgeted full-time equivalent employees (FTE), as shown in the table below, and can have one active request at any given time. In addition, the City Manager's Office may award up to six additional recognition events each fiscal year at its discretion.

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Maximum Number of Annual Employee Recognition Events for Departments:

| Department Budgeted Positions (FTE) | Maximum Department Annual Awards |
|-------------------------------------|----------------------------------|
| 1.0 – 99.0                          | 1                                |
| 100.0 – 599.0                       | 2                                |
| 600.0 +                             | 3                                |

Department nominations for employee recognition events at the SAP Center at San José or tickets to Barracuda home games at the Sharks Ice at San José shall be submitted to the City Manager's Office in accordance with the applicable City Manager's Office protocols as described in the Procedures section below. All awards are at the sole discretion of the City Manager's Office and its determination shall be final.

Distribution of SAP Center at San José tickets and/or Barracuda home game tickets must be done in accordance with the Distribution of Tickets or Passes to City/Agency Officials, [Council Policy No. 9-11](#). The department's Responsible Party is the individual designated by the Department Director to supervise the use of the facility and ensure that the use complies with policies and protocols, including not incurring unapproved charges. The Responsible Party for the ticketed event shall submit all Reporting Ceremonial Role Events and Ticket/Admission Distribution – [Form 802](#) compliance information to the City Clerk's Office within fifteen (15) calendar days after the date of the event.

Departments may purchase food for Employee Recognition Events at the SAP Center at San José utilizing the Suite Menu Order Form provided by SAP Center at San José staff. Departments are limited in their food orders using City funds and those orders shall be paid from each department's existing budget. Departments may order from the Suite Menu, ensuring the total shall be no more than \$1,200.00, excluding tax and Service Charges (i.e., gratuity). Beverages of any type shall not be provided using City funds. Service Charges should not exceed 20%.

Departments may purchase food for Employee Recognition Events at the Sharks Ice at San José utilizing the Event Dining menu from the concessionaire for home games. Departments are limited in their food orders using City funds and those orders shall be paid from each department's existing budget. Departments may order from the Event Dining menu, ensuring the total shall be no more than \$600.00, excluding tax and Service Charges (i.e., gratuity). Beverages may be provided as part of the Event Dining menu package. Service Charges should not exceed 20%.

### **3. Employee Recognition Awards**

Non-cash awards, such as gift cards and City merchandise that can be found at [City of San José Gift Shop](#), may be provided to employees as part of a department's employee recognition program. This may include City of San José or department branded merchandise. Such purchases shall be made at the discretion of the Department Director.

Purchases of non-cash awards shall be paid from each department's existing budget. These awards should be limited to recognizing exceptional performance by an individual employee team or workgroup and are in addition to the allotted \$40 per person per fiscal year as described in Section One (1) of this policy. A maximum of 15% of a department's budgeted positions (FTE) total is the recommended guideline in determining these awards for a fiscal year. These purchases can be made using City Procurement Cards, in accordance with City Administrative Policy Manual, [Section 5.1.2, City Procurement Cards](#). This policy does not

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apply to City apparel or merchandise that is required by the department to be worn at specific events or locations.

### 4. Taxability of Employee Recognition Awards

Non-cash employee awards are considered taxable income and shall be tracked and reported to Finance Department by department fiscal officers for calendar year-end tax reporting. The Finance Department will coordinate with individual departments to determine

the taxability of non-cash awards and make the final determination as to the proper tax treatment of all non-cash awards.

### 5. Fundraising to Support Employee Appreciation Events and Employee Recognition Awards

Revenue can be generated in accordance with City Administrative Policy Manual, [Section 1.6.5 Commercial Activities in City Facilities Policy](#).

### 6. City-Wide Recognition of City Employees for Years of Service

Employees shall be recognized for their years of service at the following intervals:

- Five (5) Years
- Ten (10) Years
- Fifteen (15) Years
- Twenty (20) Years
- Twenty-Five (25) Years\*
- Thirty (30) Years\*
- Thirty-Five (35) Years\*
- Forty (40) Years\*

The City Manager's Office will produce and provide framed years of service certificates to each department for eligible employees on a monthly basis.

\*For the twenty-five (25) years of service milestone and above for Police and Fire employees and the thirty (30) years of service milestone and above for Federated employees, the City Manager, at their discretion, may provide an alternative to the framed certificate for the city-wide recognition of the City employee.

## PROCEDURES

### Employee Appreciation Events

Department Director/Designee: Determine the Employee Appreciation Event(s) for the fiscal year.

Review department budget. Ensure Employee Appreciation Event(s) are capped at a maximum of \$40 per employee who attend all event(s) per fiscal year unless the employee also participated in a cross-departmental appreciation event.

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Refer to City Administrative Policy Manual, [Section 5.1.5 Food and Beverage Expenditure Policy](#), for food and beverage purchases.

**Employee Recognition Events at the SAP Center at San José and the Sharks Ice at San José**

Department Director/Designee: Determine the maximum number of annual Employee Recognition Events at the SAP Center at San José that are authorized for the department per the chart in this policy.

If annual awards remain unused, determine the employee team and/or workgroup that should be considered for an Employee Recognition Event at the SAP Center at San José or Barracuda home games at the Sharks Ice at San José.

Send a request memorandum using [template](#) to the City Manager's Office at [ERBoxRequests@sanjoseca.gov](mailto:ERBoxRequests@sanjoseca.gov) nominating the specific team and/or workgroup and articulating the exceptional accomplishment that merits the Employee Recognition Event at the SAP Center at San José or Barracuda home game at the Sharks Ice at San José. The request must note the number of awards received to date for the fiscal year, as well as the department's Responsible Party for coordinating the event and submitting required documentation.

If awarded, department follows [Council Policy No. 9-11, Distribution of Tickets or Passes to City/Agency Officials](#). Department's Responsible Party for the ticketed event will submit their request and the City Manager's Office-approved memorandum for tickets with the San José Arena Authority via its [Arena Ticket Distribution Program webpage](#).

Department's Responsible Party for the ticketed event shall submit the completed, accurate, and signed Reporting Ceremonial Role Events and Ticket/Admission Distribution – [Form 802](#) to the City Clerk's Office within fifteen (15) calendar days after the event for official filing.

Review department budget. If event is approved by the City Manager's Office, the event is set with the San José Arena Authority, and the department wants to offer food, complete a Suite Menu Order

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and ensure that any food orders are capped at a maximum of \$1,200 (excluding tax and Service Charges) per SAP Center at San José event per the policy guidelines as stated. If a Barracuda home game, complete an Event Dining Order with the concessionaire and ensure that any food orders are capped at a maximum of \$600 (excluding tax and Service Charges) per Sharks Ice at San José event per the policy guidelines stated above. Keep documentation.

City Manager's Office:

Reviews department nomination for Employee Recognition Event at the SAP Center at San José or Sharks Ice at San José, and communicates determination of award to Department Director, Responsible Party for the ticketed event, and San José Arena Authority, as applicable.

City Clerk's Office:

Officially files completed and signed Reporting Ceremonial Role Events and Ticket/Admission Distribution – Form 802 by deadline.

**Employee Recognition Awards**

Department Director/Designee:

Determines individual employee or workgroup that should be provided with Non-Cash Awards, if any. A total of 15% of a department's budgeted positions (FTEs) total in a fiscal year is the recommended maximum for these awards.

Review department budget.

Determine type of Non-Cash Award to purchase. May purchase the award(s) with City P-card in accordance with City Administrative Policy Manual, [Section 5.1.2 City Procurement Cards](#).

Deliver Non-Cash Award to the employee through department recognition events or other means as determined by the department.

Department Fiscal Officer:

Track all Non-Cash Awards and report to the Finance Department for calendar year-end tax reporting.

**City-Wide Recognition of City Employees for Years of Service**

City Manager's Office:

Determine employees who will reach a milestone year of service each month.

Produce framed certificates for years of service recognition for each employee, or other recognition

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for those police and fire employees reaching the twenty-five (25) years milestone and above and Federated employees reaching the thirty (30) years of service milestone and above, as appropriate, each month. Provide the certificates to respective departments.

Department Director/Designee: Deliver framed certificate or other recognition to employee(s) through department meetings, department recognition events, or other means as determined by the department, to celebrate the occasion(s).

Approved:

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Jennifer A. Maguire  
City Manager

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December 4, 2024  
Date