



Monroe County Personnel Employee Recognition Program Policy

Monroe County values its employees and in an effort to recognize those who have served the county the Personnel Department has developed an Employee Recognition Program. To be eligible for this program current staff must meet the established criteria listed in this policy. The Employee Recognition Program policy is maintained by the Personnel Department and any changes to the language or process outlined in this policy will remain in accordance with the Personnel Policy Manual Section 4.38 and must obtain County Administrator approval before implementation.

Years of Service Milestone Recognition

The Employee Recognition Program will recognize the following Years of Service Milestones and allow staff to select an item(s) as described below. The category sheet that shows the items currently available for selection can be found at the end of this policy. Please be advised that the category items sheet can be changed at any time by the Personnel Department.

Years of Service	Categories Available to Select From
Five (5)	<ul style="list-style-type: none">• One item from Category A
Ten (10)	<ul style="list-style-type: none">• One item from Categories A-B
Fifteen (15)	<ul style="list-style-type: none">• One item from Categories A-C
Twenty (20)	<ul style="list-style-type: none">• One item from Categories A-D
Twenty-five (25)	<ul style="list-style-type: none">• One item from Category A• One item from Categories A-D
Thirty (30)	<ul style="list-style-type: none">• One item from Categories A-B• One item from Categories A-D
Thirty-five (35)	<ul style="list-style-type: none">• One item from Categories A-C• One item from Categories A-D
Forty + (40 + subsequent 5 year anniversaries thereafter)	<ul style="list-style-type: none">• Two items from Categories A-D

The Personnel Department will manage and maintain the Recognition Program and will communicate with employees that reach Years of Service Milestones to allow them to make their designated item selections as described above per their years of service. Item selections will be made by completing a Recognition Notification form. If an employee does not make a timely selection, the employee will receive an item as selected by the Personnel Department.

New Hire Recognition

All newly hired Monroe County employees will receive a New Hire item as selected by the Personnel Department during their new hire orientation.

Retirement Recognition

Employees who have more than five (5) years of continuous service in a full or part-time position and have provided the County with proper notice of retirement for the position they hold are eligible to receive Retirement Recognition. Retiring employees that meet the previously mentioned criteria will be eligible to select an item in accordance to the Years of Service Milestones as described above based on their years of service to the County at their time of retirement. Item selections will be made by completing a Retirement Notification form. If a selection is not made and submitted to the Personnel Department by the retiree's last day of employment they will forfeit their Retirement Recognition.

Manager/Department Head Recognition

Managers/Department Heads now have the ability through this policy to request recognition for their staff who provide exceptional performance and service to Monroe County. Managers/Department Heads must complete the Request for Recognition form and submit it to the Personnel Department. Each month the County Administrator, Personnel Director, and County Board Chair will meet and review all received Recognition Request forms. The panel will then provide a recommendation on what type of recognition the request qualifies for.

Employee Recognition Item Deductions

Employees also have the option to place an order to purchase any item available through the Employee Recognition Program. Items can be selected on the Recognition Order Request form and submitted to the Personnel Department for processing. Employees will pay for the items selected via a post-tax payroll deduction on the second payroll of the month following the submission of the request form and are subject to state sales tax.

Example: Joe Monroe places an order on 8/21/2020 with the Personnel Department. Personnel will process his request during the first week of September and the deduction to pay for this order will come out on the 9/25/2020 payroll. Upon receipt of this item(s), the Personnel Department will notify Joe Monroe that he must come to the Personnel Department to pick up his order.

Arrival time of orders may vary based on the product or number of items selected. All product costs may vary over time due to changes in sales tax or cost of inventory through the selected vendor.

Monroe County Personnel – Employee Recognition Categories

Items available last updated on 09/15/2020. Please be sure to check with the Personnel Department to ensure your desired selection is still available for selection.



Category A



16 oz Tumbler w/ Straw



Travel Mug – 16 oz
Color: BLU SLV



Double Pique Sport Shirt – M W
Size: S M L XL 2XL
Color: BLK GRY BLU



Small Deluxe Tote
18.5" W x 12" H x 5.5" D



Coffee Mug
11oz - Ceramic



Ultra-Cotton T-Shirt
Size: S M L XL 2XL
Color: BLK GRY BLU

Category B



Lunch Cooler Messenger
Approx. 415 cubic inches



Long Sleeve T-Shirt
Size: S M L XL 2XL
Color: BLK GRY BLU



Mesh-Back Trucker Cap
Snapback Closure
Color: BLK/W BLK NAVY NAVY/W



Jumbo Tote
20" W x 15" H x 5" D



12 Inch Knit Beanie
Color: BLK/GRY GRY/NAVY

Category C



Flexfit Twill Cap
Size: S/M L/XL
Color: BLK GRY TAN NAVY



Hooded Sweatshirt
Size: S M L XL 2XL
Color: BLK GRY BLU



Performance 1/4-Zip Pullover
Size: S M L XL 2XL
Color: BLK GRY BLU



Vintage Quarter-Zip Sweatshirt
Size: S M L XL 2XL
Color: BLK GRY NAVY



Stripe Pom Beanie
Color: GRY/BLK RED/BLK BLK/BLU



Square Backpack
15" laptop sleeve
Color: BLK NAVY BLK/GRY



Messenger Briefcase
15" laptop sleeve
Color: BLK RED BLU NAVY

Category D



Full-Zip Hooded Sweatshirt
Size: S M L XL 2XL
Color: BLK GRY BLU



Lightweight Charger Jacket
Size: S M L XL 2XL
Color: BLK GRY NAVY



Picnic Blanket
Color: RED GRN GRY NAVY



50" x 60"



Active Soft Shell Jacket
Size: S M L XL 2XL
Color: BLK GRY NAVY