

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> EMPLOYEE AWARDS AND INCENTIVE PROGRAMS	<u>Regulation No:</u> 2.28	<u>Effective Date:</u> October 21, 2019
	Supersedes: June 28, 2010; October 1, 2013; July 1, 2018	

I. PURPOSE

The purpose of these programs is to recognize outstanding employee performance, initiative, heroism, safety, and meritorious service, and also identify and acknowledge cost-saving innovations.

II. POLICY

- A. It is the policy of the Town of Vienna to recognize and reward employees whose efforts and actions add value to the organization through programs that are meaningful to the employee and cost-effective to the citizens.
- B. It is the policy of the Town to deduct income taxes from awards pursuant to the regulations established by the U.S. Internal Revenue Services for incentives.

III. RECOGNITIONS AND AWARDS

A. QUARTERLY STAR AWARD

- 1. OBJECTIVE: The STAR Award recognizes the efforts and accomplishments of individuals and teams above and beyond work expectations.
- 2. ELIGIBILITY: Full and part-time employees of the Town of Vienna, except for the Town Manager and department heads are eligible for recognition. Individuals who are currently on disciplinary or restricted leave status, or have received less than a "Consistently Meets Expectations" rating on their most recent performance evaluation are ineligible for this award.
- 3. AWARDS:

- a. The award is \$150.00 net, funded through the Human Resources Department.

If funding for this program is depleted prior to the end of the fiscal year, the award will then be a day off with pay. Each award recipient will also receive a certificate, and his/her name will be announced on the Town's website and/or social media site, and in the employee newsletter.

- b. Any employee, supervisor or department head can nominate an individual, work group or team for a STAR Award by completing a nomination form and

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attaching appropriate documentation.

- c. STAR Award nominations will be reviewed quarterly by department heads or their representatives who will recommend to the Town Manager by a simple majority vote of those in attendance at the meeting.
 - d. Only nominations submitted no later than ten (10) working days following the quarters ending June 30, September 30, December 31 and March 31 will be considered. The final decision to grant any award is at the sole discretion of the Town Manager.
4. **CRITERIA:** Individuals may be considered for the award after meeting one of the following:

- a. Accomplishment of a Noteworthy Deed:

Demonstrating exceptional courtesy, responsiveness or assistance when interacting with members of the public. Such actions are typically non-recurring, one-time accomplishments; for example, assisting a stranded motorist or providing special assistance to a citizen on trash collection days. The specific noteworthy deed, how this went beyond regular job duties and reflected positively on the Town, must be cited on the nomination form.

- b. Extraordinary Performance:

The employee performed (a) an action that had a specific beginning and end and had an identifiable result or outcome; (b) consistently put in extra time and effort to respond to the growing demands on an office; (c) successfully coordinated or completed a major project; (d) completed a difficult work product ahead of schedule or under adverse work conditions; (e) exhibited high levels of productivity over an extended period of time; or (f) consistently provided extra assistance to citizens and/or fellow employees. Specific examples of repeated excellence must be cited on the nomination form, as well as a description of how the employee or team went beyond regular job duties and how these actions reflected positively on the Town.

- c. Problem Resolution:

Solved an extraordinary problem or achieved a significantly difficult goal. The problem or goal, how it was solved or achieved, and a description of its impact it

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had on the Town must be cited.

d. Innovation:

Successfully implemented an innovative idea that does not meet the criteria for a Bright Idea award, where outstanding results were identifiable. The idea and the action taken to achieve it and the results must be described.

- e. Acceptance of special assignments beyond the parameters of normal duties. Other actions deemed as notable by the supervisor and department head. In defining these notable actions, the specific action or actions, and how these actions went beyond regular job duties and reflected positively on the Town must be described.

5. The Human Resources Department is responsible for administering this program.

B. QUARTERLY PRIDE AWARD

1. The Quarterly PRIDE Award recognizes an individual or team whose efforts contributed in significant tangible savings to the Town and its citizens.
2. ELIGIBILITY: Full- and part-time employees of the Town of Vienna, except for the Town Manager and department heads are eligible for this recognition.
3. AWARD: The award may be given when an employee or team effort has contributed in savings of significant tangible value to the Town and its citizens. The award will be funded by the department benefitting from the savings and will be 5% of the savings, but not to exceed \$1,500 for any one employee. This is so that 95% of the savings value is returned to the Town of Vienna budget.
4. Any supervisor or department head can nominate an individual, work group or team for a PRIDE Award by completing a nomination form and attaching appropriate documentation.
5. PRIDE Award nominations will be reviewed quarterly by department heads or their representatives who will recommend to the Town Manager by a simple majority vote of those in attendance at the meeting.
6. Only nominations submitted no later than ten (10) working days following the quarters ending June 30, September 30, December 31 and March 31 will be considered. The

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final decision to grant any award is at the sole discretion of the Town Manager.

C. VIENNA HERO AWARD

1. The Vienna HERO Award recognizes any employee who has performed a “good Samaritan” act; that is, a good faith act without the expectation of remuneration; such as a lifesaving or other selfless and heroic act that was above and beyond the call of duty and normal human responsibility.
2. The nominee has (a) put his or her own life at risk to effect a human rescue; (b) saved the life or lives of person(s) who may have otherwise lost their lives; or (c) made almost beyond human efforts in an attempt to save a life.
3. The event must be described in detail by the nominator and must include documentation and witness statements, where possible, to support the facts.
4. The nomination will be submitted ad hoc to the Human Resources Director and will be presented to the department heads and Town Manager at the next staff meeting. The Town Manager has final approval for the Vienna HERO Award.
5. The amount of such award will be \$500 net, funded through the Human Resources Department, wherever possible, and will be accompanied by a Proclamation presented by the Mayor. When funding is not available through Human Resources, the employee’s department will provide the funding.

D. BRIGHT IDEA AWARD

1. OBJECTIVE:
 - a. The Bright Idea Award encourages employees to develop ideas and concepts that result in continuing tangible benefits to the Town, reduce costs, improve service, increase operating efficiency, and/or eliminate health and safety hazards.
 - b. It is the goal of the Town to implement cost-saving ideas that cumulatively equal one percent of total budgeted annual operations and maintenance expenditures.

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2. PARTICIPATION:

- a. Permanent employees of the Town of Vienna, except for the Town Manager and department heads are eligible to participate in this program. Work teams are eligible to submit proposals and any award will then be distributed equally to each member of the team.
- b. An employee conducting research and development or assigned to a job requiring the solution of a specific problem where the idea submitted is found to be within the scope of his/her assignment is not eligible to receive an award under this program.

3. SUBJECT MATTER ELIGIBILITY:

- a. All Bright Ideas will be accepted for review.
- b. If an idea is not implemented, it is not eligible for an award.
- c. Ideas related to the following subjects are not eligible for awards:
 - (1) Personal grievance, position classification or salary recommendation.
 - (2) Revenue measures, unless they result in better procedures or practices
 - (3) Ideas that require costly testing before acceptance or implementation
 - (4) Contributions that fall within the day-to-day activities of an employee's job
 - (5) Matters requiring legislative or court action
 - (6) Ideas pertaining to:
 - (a) New facilities during the first six months of occupancy
 - (b) Routine maintenance or housekeeping, unless they describe a better way
 - (c) Experimental installations, procedures, or forms
 - (d) Errors in drawings, regulations, or specifications that would be corrected routinely
 - (e) Changes that employees have the responsibility and authority to make as part of their job
 - (f) Ideas already under active consideration
 - (g) Ideas that are not original or are a duplication of an existing one
 - (h) Hours and other conditions of employment
 - (i) Ideas resulting from assigned studies, surveys, research or audits
 - (j) The use of a specific product brand
 - (k) Ideas that do not relate to Town activities
 - (l) Ideas that identify problems but do not offer solutions

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- (m) Requests for additional equipment of a common nature or for obvious replacement, repairs, or maintenance
- (n) Petitions or anonymous suggestions
- (o) Any other matter determined by the Town Manager to be unsuitable to the intent of the program

4. SUBMISSION:

Bright Ideas are to be submitted in writing on the Town's official Bright Idea Form, found on the Town's Intranet or obtained in the Human Resources Department.

5. CRITERIA:

- a. Bright Ideas eligible for awards include those that may potentially result in tangible and measurable savings in any or all of the following: time, labor, space, equipment or supplies.
- b. Awards may also be made for ideas or proposals that may potentially result in one or more of the following: measurable improvement in service, measurable increase in operating efficiency, or reduction in health or safety hazards.
- c. Regardless of the other sections of this regulation, the Town Manager may grant a special award for a properly submitted and implemented idea. Special awards will only be considered in the case of an unusual idea that may potentially result in superior savings or innovative safety or service improvements.

6. AMOUNT OF AWARD:

- a. Tangible Bright Idea awards are 10 percent of the estimated first year's savings or net increase in revenue, with a minimum of \$25 and a maximum of \$2,500.
- b. Intangible Bright Idea awards are based on merit, potential impact and complexity, or when precise savings cannot be determined, with a minimum of \$25 and maximum of \$500.

7. BRIGHT IDEA MODIFICATION:

If a department modifies an employee's Bright Idea and adopts it in a different form, the employee will be eligible for an award if the employee's idea was directly responsible

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for the action occurring. If the final adopted idea does not allow for quantifiable identification of the employee's contribution, then the award will be based on the intangible category.

8. TIME PERIOD ELIGIBILITY:

- a. A submitter retains the right to any award during the period the idea is being evaluated plus an additional 12 months from the date of notification that the idea was rejected.
- b. To extend the eligibility period beyond twelve months, the submitter must request the extension by submitting a new form with the old form attached.
- c. Failure of the submitter to resubmit the Bright Idea using the above procedure will result in an automatic lapse of award eligibility at the end of twelve months.
- d. If an idea has been implemented prior to submittal to the Bright Idea Team, it must be submitted within 90 days after the implementation to be eligible for a Bright Idea award.

9. ADMINISTRATION:

- a. Bright Ideas will be reviewed by members of an ad hoc Bright Idea Team, comprised of management level staff, assigned by the Town Manager. The Town Manager's Assistant will act as the administrator.
- b. Bright Ideas are to be submitted to the Town Manager's Office and will be forwarded anonymously to the Bright Idea Team for review. The Town Manager's Assistant will acknowledge receipt of all ideas.
- c. A copy of the Bright Ideas will also be anonymously sent to the respective department head for his/her review and comment and then forwarded to the Town Manager for the same. This review period will not exceed 30 days from the receipt of the idea by the Town Manager's Assistant, whenever possible.
- d. Upon receipt of reviews and comments, the Idea will be referred to the Bright Idea Team for consideration.
- e. The Bright Idea Team will render a final recommendation to the Town Manager,

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based on a simple majority, within 30 days after the presentation, unless the idea is rejected or postponed. Postponement may be due to lack of critical information, recommendation by the applicant, or procedural problems with the application process.

- f. Should the Bright Idea Team reject an idea, the employee may submit an appeal to the Town Manager.
- g. The Town Manager will review the Bright Idea Team’s decision, including any appeal, and issue a final decision within 30 days. The Town Manager will notify all interested parties of his/her final decision in writing.

E. SERVICE-FIRST AWARDS

1. **OBJECTIVE:** The purpose of the Service-First Awards Program is to recognize and celebrate employees who have demonstrated their commitment to the Town of Vienna through (a) their longevity, or years of service, and (b) through promotions, career progression, or temporary to permanent appointments.

a. Town Service

(1) **ELIGIBILITY:** Annually to those employees who achieved the specified years of service between July 1 and June 30 of the current fiscal year. Employees are recognized for continuous service at five-year intervals, beginning at five years of continuous service.

(2) **AWARDS:**

- (a) Five Years of Service: Certificate of appreciation and a Vienna pin
- (b) 10 Years of Service: \$ 25 gift card
- (c) 15 Years of Service: \$ 50 gift card
- (d) 20 Years of Service: \$100 gift card
- (e) 25 Years of Service: \$250 gift card
- (f) 30 of Service and Every Five Years Thereafter: \$500 gift card

b. Promotions, Career Progression and Temporary to Permanent Appointments

Recognition and celebration by the Mayor and Town Manager, as well as publication in the Employee Newsletter.

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2. PRESENTATION CEREMONY:

- a. Service-First Awards are presented annually at a workday luncheon held in the recipients' honor, typically in June. Individuals receiving Service-First recognition are encouraged to bring a guest to the luncheon.
- b. The Town Manager, the award recipients' department heads, the Mayor and Council Members are invited to attend the luncheon.

F. RETIREMENT RECOGNITION

1. OBJECTIVE: The purpose of the Vienna Retirement Recognition is to honor the efforts and contributions of an employee on behalf of the Town upon his or her retirement from the Town's service.
2. ELIGIBILITY: Permanent, full-time employees who retire from the Town with a minimum of five continuous years of service are eligible for this recognition. Participation in a ceremonial event is at the option of the employee.
3. TYPES OF RECOGNITION:
 - a. For employees with five through 10 years of service:
 - (1) A reception honoring the individual is held during the workday, at the department level or Town wide, as the employee desires. The retiree's department organizes the event. Refreshments are served. Town employees, interested citizens, and family members may attend this celebration with gratitude and good wishes.
 - (2) The retiree is presented with a Proclamation from the Mayor acknowledging his or her years of service and contributions to the Town.
 - b. For employees with 11 through 15 years of service:
 - (1) A reception honoring the individual is held during the workday, at the department level or Town wide, as the employee desires. The retiree's department organizes the event. Refreshments are served. Town employees, interested citizens and family members may attend this event with gratitude and

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good wishes.

- (2) The retiree is presented with a gift of \$125 in value along with a Proclamation from the Mayor acknowledging the employee's years of service and contributions to the Town.

c. For employees with 16 through 19 years of service:

- (1) A reception honoring the individual is held during the workday, at the department level or Town wide, as the employee desires. The retiree's department organizes the event. Refreshments are served. Town employees, interested citizens and family members may attend this event with gratitude and good wishes.
- (2) The retiree is presented with a gift of \$250 in value along with a Proclamation from the Mayor acknowledging his or her years of service and contributions to the Town.

d. For employees with twenty or more years of service:

- (1) A luncheon or dinner honoring the individual is held at the department level or Town wide, as the employee desires. This event is organized by the retiree's department. Town employees, interested citizens and family members may attend this event with gratitude and good wishes.
- (2) The retiree and one guest attend the event at no charge, which is funded by the Human Resources Department. All others in attendance are charged an amount based on the venue chosen to help defray the cost of providing the food.
- (3) At 20 years of service, the retiree is presented with a gift \$500 in value, along with a Proclamation from the Mayor acknowledging the employee's years of service and contributions to the Town.
- (4) After 20 years, the gift increases by \$25 for each additional year of service.

G. SAFE WHEELING AWARD

1. OBJECTIVE: The purpose of this program is to recognize the safe driving records of Town employees and to encourage them to drive safely both on and off the job.

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2. **ELIGIBILITY:** Permanent, full-time employees who operate vehicles as a regular and customary part of their jobs are eligible for this program, except for department heads, deputy directors, and the Town Manager.
 - a. The employee must be an approved driver for the Town of Vienna.
 - b. The employee must regularly drive a Town vehicle in the performance of his or her assigned work duties.
 - c. The Director of Human Resources, along with each of the department heads, shall annually certify which employees are drivers eligible for this program.
 - d. The employee must hold a valid driver's license during the eligibility year and at the time the award is presented.
 - e. The employee must have been a full-time, permanent employee for at least 12 months in order to be eligible for the program.

3. **CRITERIA:** Awards are distributed to those who meet the following criteria between January 1 and December 31 of the most current and preceding consecutive years for multi-year awards:
 - a. The employee has not been involved in any motor vehicle and/or equipment accident that was determined by the Human Resources Director and the supervisor to be preventable.
 - b. An employee who has been involved in a preventable accident will not be eligible for an award for that 12-month period. However, the employee is eligible to participate in the program the next year.
 - c. Effective January 2019, the employee will participate in a driver training class as approved by the Human Resources Director during the eligibility period. This may be through the VML Online University or an equivalent source. The employee will provide his/her supervisor with evidence of completion of training every year and the supervisor will certify to an employee's compliance with Human Resources, in order to qualify for the Safe Wheeling Award.

4. **AWARD PRESENTATION:** Awards will generally be presented in the first quarter of

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each year for an award earned as of December 31 of the preceding year.

- a. For each year that the employee has met the Safe Wheeling criteria, he/she will receive a Town sweatshirt.
- b. If an employee meets the above criteria for three consecutive years, he/she will receive a personalized Town jacket.
- c. If the employee meets the above criteria for 20 consecutive years, he/she will receive a personalized Town jacket and \$100.
- d. An employee who has a preventable accident after having received a Safe Wheeling award must start from the first-year standard again.

H. SAFETY-FIRST AWARDS

1. OBJECTIVE: The purpose of this program is to encourage employees to observe safe work habits on the job.
2. ELIGIBILITY: Permanent, full-time employees whose work is primarily in field or maintenance activities are eligible for this award, except for department heads, deputy directors and the Town Manager. The employee must have been a permanent, full-time Town employee for at least six months.
3. CRITERIA: Safe working practices are recognized on a six-month basis in this program and awards are distributed twice a year using the following criteria:
 - a. The employee had no preventable injuries on the job. The Human Resources Director and the designated supervisor will together determine whether or not an accident or injury was preventable.
 - b. An employee who does not meet the criteria will not receive an award for that 6-month period award period. However, the employee is eligible to participate in the program during the next eligibility period.
 - c. Effective January 2019, the employee must participate in a safety class as approved by the Human Resources Director during the first eligibility period of the year. This may be through the VML Online University or an equivalent source. The employee

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will provide his/her supervisor with evidence of completion of training and the supervisor will certify to an employee's compliance with Human Resources, in order to qualify for the Safety-First Award. The class will serve as compliance for the second six months of the Safety-First Program. A class taken for Safe Wheeling will also count toward Safety-First if taken during the proper eligibility period.

4. AWARD PRESENTATION: Awards are distributed in July and January, or as quickly thereafter as possible.

- a. In July, the award recognizes the safety record for the months of January through June of that year.
- b. In January, the award recognizes the safety record for the months of July through December of the previous year.

5. TYPES OF AWARDS: Employees who meet the safety criteria receive the following awards:

a. Cash awards for the designated time period without a preventable accident are:

- 6 months: \$10.00
- 12 months: \$10.00
- 18 months: \$15.00
- 24 months: \$15.00
- 30 months: \$20.00
- 36 months: \$20.00
- 42 months: \$25.00
- 48 months: \$25.00
- 54+ months: \$30.00

b. Random Drawings

(1) Safety Bonus

(a) The Safety Bonus is the result of a drawing of names of those employees who have received a \$30 award in the award period. Only those employees in the \$30 award category are eligible.

(b) The value of the award is determined by multiplying the number of

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employees receiving \$30 awards by 10.

- (c) Each eligible employee's name is entered into a drawing and then one name is randomly selected.
- (d) The Finance Department issues a check to the employee as soon as possible after the drawing.

(2) Bonus Day Off with Pay

- (a) A second drawing is held of the names of all employees receiving a Safety First award, excluding the winner of the Safety Bonus.
- (b) The person selected at random from the pool receives one bonus day off with pay.
- (c) The bonus day off with pay must be taken within six months of the drawing or it is relinquished.
- (d) An employee who leaves the Town's employment will not be paid for the unused bonus day at the time of separation.

(3) Sweatshirts

Annually, at the same time that Safe Drivers are recognized for Safe Wheeling (Section G.), Safety-First winners with one full year of working safely will be recognized with sweatshirts.

I. SMOKING/TOBACCO CESSATION

1. **OBJECTIVE:** Tobacco use is the leading cause of preventable illness and death in the United States. It causes many different cancers as well as chronic lung diseases, such as emphysema, COPD, asthma; as well as stroke and heart disease. There are many programs and techniques to help a person quit smoking. This incentive is intended to encourage employees who use tobacco in any form to stop its detrimental use. This is in order to help improve the wellness and quality of life of all the Town's employees.
2. **ELIGIBILITY:** Permanent full-time and part-time employees are eligible for this award, including department heads, deputy directors and the Town Manager. The

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employee must have been a permanent Town employee for 12 months.

3. CRITERIA: The employee must show proof of having joined a bona fide program for smoking or tobacco-use cessation to the Human Resources Director. The program may be any recommended by the Town’s EAP, the Town’s health insurance programs, or any other program that has a successful effect on the employee. The Human Resources Department is able to assist an employee find resources for assistance.
4. AWARD: The total award to the employee who successfully quits the use of tobacco products for 18 months will be \$750. It will be distributed as follows:
 - a. \$250 at six months of cessation
 - b. \$500 upon achievement of 18 months of no tobacco use
5. RECOGNITION: With the employee’s consent, the employee’s cessation recognition will be celebrated with all employees of the Town. This celebration is so that the employee’s peers can provide support and encouragement for ongoing commitment to staying free of tobacco use.

J. HOLIDAY GIFT CARDS

1. OBJECTIVE: In token acknowledgment and appreciation for the work and contributions made by Town employees through the holiday season, the Town provides holiday gift cards.
2. ELIGIBILITY: Permanent full- and part-time employees and year-round part-time personnel are eligible for this program if they are on the Town’s payroll by mid-November.
3. GIFT CARDS: Holiday gift cards in the amount of \$30.00 will be distributed during the month of November, whenever possible.

IV. RECRUITMENT & RETENTION INCENTIVE PROGRAMS

- A. The Town is continuously seeking qualified individuals to join the Vienna team. At times, current employees refer potential candidates to the Town for consideration. The Town will pay a referral incentive award to a current employee who recommends a person that is hired by the Town during that recruitment effort in a full- or part-time permanent position, under

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certain criteria outlined below.

In order to be eligible for a referral incentive, the referring employee’s name must be submitted on the Town’s application by the candidate at the time they applied for the job. After all conditions of the program have been attained, both the referring employee and the referred new employee will receive the incentive award. This incentive will be funded by the hiring department.

- B. For a non-Police Department new hire, a \$500 incentive award each will be paid to the newly-hired and the referring employee. Payment will be issued to each when the newly hired employee successfully completes the probationary period.
- C. Upon the hiring of a Virginia Certified Police Officer who is not required by the Town to attend the basic training at the Criminal Justice Academy, a \$2,000 incentive will be awarded to each the newly-hired officer and the referring employee in two phases:
 - 1. \$1,000 upon the successful completion of field training by the new officer.
 - 2. \$1,000 when the new police officer successfully completes the probationary period.
- D. Upon the hiring of a police officer who is required by the Town to attend basic training at the Criminal Justice Academy, a \$1,000 incentive will be awarded to each the newly-hired officer and the referring employee in two phases:
 - 1. \$500 when the police officer successfully graduates from the Police Academy.
 - 2. \$500 when the new officer successfully completes the probationary period.
- E. Upon the hiring of a new dispatcher or animal control officer, a \$1,000 incentive will be awarded to each the newly-hired employee and the referring employee in two phases:
 - 1. \$500 when the new dispatcher successfully completes the Basic Dispatcher School or the new animal control officer successfully completes the Basic Animal Control School.
 - 2. \$500 when the new dispatcher or animal control officer successfully completes the probationary period.

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V. VIENNA STUDENT LOAN REPAYMENT PROGRAM (VSLRP)

Subject to the following conditions, the Town Manager may authorize student loan repayment assistance to regular full-time employees who have successfully completed their initial probationary period.

- A. The employee must have completed a baccalaureate or master degree program, with an average GPA equivalent to a C grade. A copy of the employee’s final transcript must accompany the initial request for repayment.
- B. The employee must not have been reimbursed by the Town for any tuition related to the student loan.
- C. The maximum allowed reimbursement from the VSLRP will not exceed \$2,500 per fiscal year, for a period of up to seven years.
- D. The student loan must meet the following criteria:
 - 1. The employee requesting repayment is the primary borrower and the loan is in his or her name.
 - 2. The loan was used to pay for the employee’s education, or it is a student loan consolidation/refinance loan.
 - 3. The loan was issued by a student loan lender in the U.S.
- E. Proof of the employee’s student loan, showing loan type and up-to-date balance, must accompany the annual request for repayment by the Town.
- F. Employees must retain their full-time employment status for two years after receipt of the annual VSLRP payment. Should an employee separate from Town employment before the two-year period concludes, he/she must repay the Town for any payments made during the preceding two-year period.
- G. An employee receiving VSLRP benefits will not be approved to receive Tuition Reimbursement benefits concurrently (during the same fiscal year) and vice versa.

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> EMPLOYEE AWARDS AND INCENTIVE PROGRAMS	<u>Regulation No:</u> 2.28	<u>Effective Date:</u> October 21, 2019
	Supersedes: June 28, 2010; October 1, 2013; July 1, 2018	

VI. TALK OF THE TOWN - EMPLOYEE NEWSLETTER

- A. OBJECTIVE: *Talk of the Town* is intended to provide employees with a consistent and steady source of information on Town activities, programs and benefits. It is also meant to celebrate and share Town employee successes. The Human Resources Department and Public Information Office jointly produce the newsletter.
- B. The newsletter is published at least three times a year.
- C. All employees receive a copy of the newsletter by electronic mail and it is posted on the Town's Intranet site, Human Resources Page, and on employee boards at the Northside and Nutley Property Yards.
- D. Any interested employee may submit news for publication to the Human Resources Department.
- E. The Town Manager has the right to edit or remove any information submitted for publishing.

VII. APPLICABLE DOCUMENTS

- Bright Idea Form (HR 2.28-1)
- STAR / PRIDE Recognition Form (HR 2.28-2)
- Vienna Student Loan Repayment Program (VSLRP) Application (HR 2.28-3)

<i>Signature of Town Manager:</i>	<i>Date:</i>
	October 21, 2019