



PERSONNEL POLICY

SUBJECT: EMPLOYEE RECOGNITION

DATE: January 1, 2017

Number: 310-16

I. Statement of the Policy

Fulton County seeks to recognize its employees for their continuous years of service, exemplary contributions to Fulton County and extra efforts that exceed normal job requirements. The County Manager and/or his designated staff shall develop, administer and modify a total rewards compensation system that encourages the County's employees to develop themselves professionally and maximize their potential. The County Manager is authorized to use both monetary and non-monetary means to provide incentives based on individual, group and/or departmental contributions and performance. The County Manager shall include adequate funds, when available, and a methodology for the total rewards compensation program in each annual budget presented for the Board of Commissioners' approval. The Board of Commissioners shall be provided with a year-end report on the success of the total rewards compensation system each year that such program is in force.

II. Background and Applicability

All current employees are eligible for Employee Recognition awards.

III. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".



PERSONNEL PROCEDURE

SUBJECT: EMPLOYEE RECOGNITION

DATE: December 1, 2020

Number: 310-16

I. Monetary and Non-Monetary Awards

Awards may be granted to recognize employees for continuous years of service, exemplary contributions to Fulton County and extra efforts that exceed normal job requirements. Non-monetary awards may be awarded by supervisors, Appointing Authorities or the County Manager.

The County Manager, at his discretion, may award an employee who is assigned to a position in a professional, technical or scientific class a monetary award in the form of a one-time bonus or an increase in the employee's base salary up to twenty percent (20%). A memorandum documenting the employee's exemplary contributions and/or extra efforts that exceed normal job requirements shall be maintained in the employee's personnel file.

Individual and group contributions may be recognized.

II. Wages and Other Recognition

Any award to an employee will not be used in place of paying wages due to an employee, such as overtime or compensatory time, and is not meant to replace other traditional methods of recognition, but rather to increase options in rewarding and reinforcing employee excellence.

III. Length of Service Awards

In accordance with the Time Away from Work Policy and Procedure (337-16), employees will be awarded administrative leave in recognition of their length of service to Fulton County upon achieving the following service milestones:

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Years of Active Creditable Service	Administrative Leave Earned:
10 years	2 hours
15 years	4 hours
20 years	8 hours
25 years	16 hours
30 years	24 hours
35 years	32 hours
40 years	40 hours

IV. F.O.C.U.S. Award Program

The F.O.C.U.S. award program recognizes employees of Fulton County Government for their exemplary service. Selection for a F.O.C.U.S. Award indicates that an employee has made significant contributions during his or her tenure with Fulton County that have had a positive impact on citizens and/or operations. F.O.C.U.S. award honorees will be awarded administrative leave in recognition of their accomplishments as follows: quarterly award winners will receive eight (8) hours of administrative leave, and annual award winners will receive an additional eight (8) hours of administrative leave.

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