

Salt Lake County Human Resources Policy 4-800: Service Awards

Purpose

This policy outlines procedures for proper recognition of benefit eligible employees for commendable performance and for their years of service with Salt Lake County.

I. Policy

In order to attract and retain a talented workforce, Salt Lake County will offer awards for commendable performance, years of service, and to employees who retire from the organization.

II. Procedures

A. Awards for Commendable Performance

1. An Administrator may recognize an employee's commendable performance by awarding a Letter of Commendation, a Certificate of Appreciation, a bonus award, or a gift card.
 - a. An administrator may provide employees with Letters of Commendation or Certificates of Appreciation. Such letters or certificates will be given to the employee and copies placed in their agency file and their official personnel file.
 - b. Bonus awards may be granted in accordance with HR Policy 5-100, Pay and Employment Practices.
 - c. An administrator may award an employee a gift card as set forth herein:
 - i. Managers or supervisors who request gift cards for employees must complete the online [Gift Card Request Form](#). This form is to be completed for all gift cards, regardless of amount. **The form shall identify the name and EIN of each employee that receives a gift card, and shall also provide a signature bloc for both the employee and their manager or supervisor to record the employee's receipt of the gift card from their manager or supervisor.**
 - ii. A copy of the form will be routed to the Employee Service Reserve (ESR) Fund Manager, Human Resources and Mayor's Finance Payroll.
 - iii. Agencies that request gift cards will be journal vouchered for the cost on a monthly basis via the Employee Service Reserve Fund.
 - iv. Mayor's Finance Payroll will include the amount on the employee's employment tax withholding record.
 - v. It will be the responsibility of each department to allocate and budget funds for the sole use of purchasing gift cards via the ESR fund.
 - vi. ESR will purchase and retain on hand assortment of gift cards in \$5, \$10, \$25, \$50 and \$100 increments, and issue cards to the requesting manager or supervisor.
 - vii. Employees are limited to \$200 of gift card(s) in any tax year.

B. Awards for Years of Service

1. The Human Resources Division administers the following Years of Service Awards:
 - a. 5th Year: a certificate of recognition for dedicated service will be provided to each employee at the completion of their 5th year of service.
 - b. 10th Year: a letter of congratulations and certificate of recognition will be provided to each employee at the completion of their 10th year of service. The letter of congratulations will include a website to select an option of a \$100 cash award or a gift of the employee's choice with an equivalent value of

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APPROVED and ADOPTED this ____ day of _____, 2025.

SALT LAKE COUNTY COUNCIL

By _____
Dea Theodore, Chair

ATTEST:

Lannie Chapman, County Clerk

Voting:
Council Member Bradshaw _____
Council Member Harrison _____
Council Member Moreno _____
Council Member Pinkney _____
Council Member Romero _____
Council Member Stewart _____
Council Member Stringham _____
Council Member Theodore _____
Council Member Winder Newton _____