



HUMAN RESOURCES POLICY/PROCEDURE

OFFICE OF PRIMARY RESPONSIBILITY:

Human Resources

EFFECTIVE DATE: 01/01/2024

Revision Date:

Replaces: HR-016

SUBJECT: Employee Awards/Service Recognition Policy

Approved By

Tiffany Homler Hawkins
Chief Executive Officer, LYNX

SCOPE:

This policy applies to all employees of the Authority.

POLICY:

The Authority appreciates the efforts of its employees. Outstanding employees deserve to be recognized both as a reward for exceptional performance and as a model to other employees. Employees may be recognized for exemplary performance in their job functions, and their contribution and involvement with the Authority and the community.

1. Service Awards

All LYNX employees (full-time and part-time) will be recognized for reaching milestone years of service. All employees celebrating a milestone service year will be publicly recognized in an agenda item on the LYNX Board of Directors Meeting Agenda. Employees will also be recognized internally utilizing agency-wide messaging systems.

2. Retirement Awards

Retirement awards will be issued to full-time employees that list “retirement” on their written notice of separation.

Employees with at least 5 years of service will be eligible for a retirement cake and celebration.

Employees with 10 years of service and above will be eligible for a gold bus pass. The pass must be renewed every 2 years.

Employees that meet at least one of the following criteria will be eligible for a retirement award:



- 10 years of service or more and at least 62 years of age
- 20 years of service or more and at least 55 years of age (BU Pension Employees only)
- 10 years of service or more and approved for Disability Pension (BU Pension Employees only)

Employees reserve the right to decline a celebration or award.

3. Employee Awards and Recognition

Annual awards will be given to employees that exemplify the agency's mission, vision, and values in the following categories:

- Employee of the Year
- Cattitude Award
- Extra Mile Award
- Smart Move Award