



# **Yolo County Housing**

**Lisa A. Baker, Executive Director**

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**DATE:** March 5, 2009

**TO:** YCH Board of Commissioners

**FROM:** Lisa A. Baker, Executive Director

**PREPARED BY:** Janis R. Holt, Resource Administrator

**SUBJECT:** Review and Approve "Years of Service" Recognition Program

## **RECOMMENDED ACTION;**

That the Board of Commissioners Approve the Implementation of a "Years of Service" Recognition Program.

## **BACKGROUND / DISCUSSION**

A stable and productive workforce is crucial to the continued success of the agency. Yolo County Housing is proud of the dedication shown by our employees who have multiple years of service. In addition, creation of a formal recognition program is also part of the work items originally adopted by the Board in 2006.

To recognize this dedication, staff proposes a Service Award Program for employees based on years of service beginning with 5 years and every 5 years thereafter (i.e. 5 years, 10 years, 15 years, 20 years, etc.). The program is proposed for implementation in 2010 as part of YCH's 60<sup>th</sup> anniversary year.

As proposed, awards would be progressive and would include a Certificate and, for longer term employees (e.g. those with over 20 years of service), some form of permanent public recognition, such as a commemorative plaque in the office. It would also include some form of token.

If the program is approved by the Board, staff proposes that YCH would conduct a staff survey to assist with the identification of the types of awards to be offered within specified price ranges. Each step of the recognition process would progress in value with the years of service. It is recommended that the awards be presented annually.

## **FISCAL IMPACT**

It is anticipated that the first year of implementation would have the highest fiscal impact due to the recognition of the majority of employees at their respective levels (for example recognition of a 7 year employee with a 5 year recognition award. In the second and

subsequent years, the costs would become stable and level. Total costs are expected to be nominal and would be included in the annual budget for the Board's approval. The first year in which costs would be included is anticipated to be 2009-2010 if the Board approves implementation of the program.

### **CONCLUSION**

Staff recommends the approval of the implementation of a Years of Service Recognition Program during the 2009/2010 Fiscal Year.