

From: CRAGER Richard
Sent: Wednesday, October 13, 2021 12:40 PM
To: *Benton All Mail Subscribers
Subject: Employee Service Recognition Award - Final Guidance

Benton County employees,

We are writing in follow up to the October 6, 2021 communication from the Board of the Commissioners (BOC). Over the past week, the Financial Services and Human Resources Departments worked collaboratively to develop guidance related to both the eligibility and implementation of the \$600 Service Recognition Award. As a reminder, the \$600 payment is in recognition of the outstanding service provided by Benton County employees to our community over the past 18 months. Eligible employees will be able to receive this award in one of three ways: 1) additional compensation; 2) contribution to their Health Savings Account or Health Retirement Account, whichever they currently have; or 3) contribution to their Deferred Compensation Account. Whatever option selected will be reflected on employees' November 15, 2021 paycheck.

Per the direction of the BOC, eligibility is limited to benefitted employees and certain temporary employees hired on or before October 5, 2021. To provide further guidance to this directive, the following eligibility criteria was adopted:

- All regular status, benefitted employees that are an active employee as of October 5, 2021, are eligible to receive the \$600 Service Recognition Award in their November 15, 2021 paycheck.
- All eligible regular status, benefitted employees must complete the following [survey](#) prior to November 1, 2021, to define how they wish to receive their Service Recognition Award. Any eligible employee that does not complete survey will have their award paid as additional compensation.
- All active temporary and unbenefited (less than half-time) employees with paid work hours in the current calendar year through October 5, 2021, are eligible to receive a prorated benefit up to \$600 in their November 15, 2021 pay. These employees' benefit will be based on the number of hours they worked since March 1, 2020 as follows:
 - Accumulated paid hours between 100-500 equals 25 percent (\$150)
 - Accumulated paid hours between 501-1000 equals 50 percent (\$300)
 - Accumulated paid hours between 1001-2000 equals 75 percent (\$450)
 - Accumulated paid hours above 2000 equals 100 percent (\$600)

All eligible temporary and unbenefited employee will have their award paid as additional compensation. **ALL ELIGIBLE TEMPORARY AND UNBENEFITED EMPLOYEES SHOULD NOT COMPLETE THE SURVEY SINCE THEIR AWARD CAN ONLY BE PROCESSED AS ADDITIONAL COMPENSATION IN THE NOVEMBER 15, 2021 PAYCHECK.**

- Any eligible employee (as defined above) that leaves Benton County in good standing, between October 5 and November 15, 2021, will have their appropriate Service Recognition Award processed on their final paycheck.

In addition to the Employee Recognition Award, the BOC declared two additional holidays this year on November 26, 2021 and December 23, 2021. Each of these holidays will be observed as other recognized holidays, per policy and collective bargaining agreements. Per the BCSDA collective bargaining agreement, an additional 16 hours will be added to the holiday bank. As an added benefit, Benton County employees will also be offered opportunities to participate in a variety of wellness events throughout calendar year 2022. These events will be focused on providing support to the physical, emotional and spiritual needs of all employees.

If you have any questions regarding the eligibility or payment of the Employee Recognition Award or additional leave time, please contact Debbie Parsons at debbie.parsons@co.benton.or.us in Financial Services.

Sincerely,

Rick Crager, Chief Financial Officer
Tracy Martineau, Human Resources Director



Rick Crager

Chief Financial Officer

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