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ATTENTION: Ginger Hamilton, 928-373-1104
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TYPE OF DOCUMENT:

RESOLUTION NO. 2017-36

Adopt Resolution No. 2017-36
amending Yuma County's Safety Excellence Award process.

DOCUMENT APPROVAL:

Approved by Yuma County Board of Supervisors:
November 20, 2017: Consent Item No. 5.

This action supersedes all other Safety Recognition
Award programs previously adopted.



YUMA COUNTY BOARD OF SUPERVISORS
RESOLUTION NO. 2017-36

RESOLUTION OF THE YUMA COUNTY BOARD
OF SUPERVISORS adopting revisions to the
Yuma County Safety Recognition Award Program

WHEREAS: The Yuma County Board of Supervisors recognizes the importance of providing a work environment in which all Yuma County employees can perform their duties safely and efficiently; and

WHEREAS: Pursuant to A.R.S. §38-617, “[a] county board of supervisors may adopt rules to provide employee safety recognition awards with terms and conditions deemed appropriate by the board for the safe operation of county government”; and

WHEREAS: The safe work practices and procedures of Yuma County employees should be recognized and, through such recognition, be effectively promoted; and

WHEREAS: The Yuma County Board of Supervisors desires to improve the Safety Recognition Award program approved on July 18, 2016; and

WHEREAS: This Safety Excellence Award supersedes all other Safety Recognition Award programs previously adopted;

NOW, THEREFORE, BE IT RESOLVED that the Yuma County Safety Excellence Award is adopted to read as follows:

**Yuma County
Safety Excellence Award**

The Yuma County Safety Excellence Award recognizes county employees who consistently promote safety in the workplace.

Description of Program and Nomination Process

The Safety Excellence Award shall be both a quarterly and an annual award. Any employee can nominate another County employee for award consideration by completing the approved nomination form.

Quarterly Award: Nomination forms shall be accepted by Yuma County Human Resources by a due date designated by the department following the end of each fiscal quarter. Nominations shall be screened for eligibility and the award recipient shall be selected from those deemed eligible. Review of nominations and selection of the award winner shall be performed by the Safety Excellence Award Committee, comprised of the County Administrator, Administrative Services Director, Human Resources Director or designee, Safety Compliance Officer, and Human Resources Risk Specialist. All eligible quarterly nominations will be automatically entered into the annual Safety Excellence Award competition.

Annual Award: Nomination forms shall be accepted by Yuma County Human Resources until a date in March designated by the department. The Safety Excellence Award Committee will review all nominations, add their own observations, and present all eligible nominees to the Yuma County Merit Award Board for their review and selection of the employee to receive the annual award. The name of the selected employee will then be forwarded to the Yuma County Board of Supervisors (the Board) for approval.

Presentation of the Quarterly and Annual Awards

Presentation of the quarterly Safety Excellence Award shall be made at a meeting of the Board of Supervisors selected by the Safety Excellence Award Committee. The Administrative Services Director shall be responsible for submitting the appropriate Agenda Item Review form for placement of the award presentation on the Board's agenda. The County Administrator or designee shall be responsible for presenting the agenda item to the Board and presenting the award to the winner.

Presentation of the annual Safety Excellence Award shall be made at the Employee Appreciation ceremony by the County Administrator, Administrative Services Director or Safety Compliance Officer.

A brief video that highlights the safety accomplishments of each nominee shall be shown prior to presentation of the quarterly and annual awards to the winners. The Safety Excellence Award Committee and the Communications division of County Administration shall be responsible for video development and production.

Winners of the quarterly and annual awards shall be recognized in the YuCount News. The Safety Excellence Committee shall be responsible for submitting an article that highlights the safety achievements of the winners.

Processing Payment for Award

The Administrative Services Director or designee shall be responsible for paying for the plaques, challenge coins and commemorative mugs and for coordinating with Human Resources and Payroll to issue a check for the monetary awards.

Eligibility for Nomination

- Full-time employees that have at least one year of service and no disciplinary actions during the previous year.

Criteria for Consideration of Award

- Scores a "Meets" or greater performance rating during the most recent review period and does not have any pending or actual disciplinary action.
- Initiates safety practices that produce cost savings to the County.
- Demonstrates an exceptional awareness and appreciation for safety and contributes to the development and implementation of safety programs in the workplace.
- Supports the efforts of the Safety Compliance Officer to increase workplace health and safety, eliminate hazardous conditions, and maintain compliance with local, state and federal regulations.
- Is a champion of safety principles and encourages fellow employees to view safety as a necessary and beneficial part of all operations.

Award

- The winner of the quarterly Safety Excellence Award will be given a \$100 net cash award, a challenge coin and a commemorative mug, and the winner of the annual Safety Excellence Award will be given a \$250 net cash award and a plaque.

Adopted this 20th day of November 2017.

Marco A. (Tony) Reyes, Chairman

ATTEST:

Susan Thorpe
Susan K. Thorpe
County Administrator/Clerk of the Board

APPROVED AS TO FORM:

Jon R. Smith
Jon R. Smith, County Attorney