Jones County Annual Employee Safety Recognition Program

Pursuant to Amendment 909 of the Constitution of Alabama of 1901, the Jones County Commission (“JCC”) does hereby establish the Jones County Annual Employee Safety Recognition Program (“ESRP”) to recognize both individual and departmental efforts of those employees of the JCC \_\_\_\_\_\_\_ Department who have achieved significant safety milestones in the preceding 12-month period.

The scope of the ESRP is as follows:

1. A luncheon to be held once per year in the month to be determined by the Jones (Department Head).
2. The luncheon will be held during the regular business hours of the JCC, at a premise or property owned or under the authority of the JCC.
3. An invitation to attend the luncheon must be extended, via email, to all employees of the JCC \_\_\_\_\_\_\_ Department.
4. At the luncheon, employees of the JCC \_\_\_\_\_\_\_ Department will receive a catered lunch, including a meal, beverages and dessert. The meal may be served either plated or buffet style.
5. The luncheon will follow a pre-determined program or agenda that includes, at minimum, the following:
	* Remarks by the Chair of the JCC (or his/her designee) on the role of the JCC \_\_\_\_\_\_\_ Department in the Jones County government.
	* Remarks by the Jones (Department Head) on the state of the JCC \_\_\_\_\_\_\_ Department’s safety program as well as the importance of implementing and adhering to the county’s safety policies.
6. The luncheon may also include a presentation by the Jones (Department Head) and/or members of the JCC of 1) custom designed shirts to the entire department and/or 2) plaques to individual employees of JCC \_\_\_\_\_\_\_ Department if certain, pre-determined safety metrics or standards are met in the preceding 12-month period.
	* **Any pre-determined safety metrics or standards utilized to recognize employees under this provision of the ESRP must come before the JCC for approval at least 6 weeks before the date of the luncheon.**

The JCC shall cover all costs associated with the luncheon including meal catering, beverages, utensils, shirts, plaques, and other incidental costs. The (Department Head) and/or County Administrator shall create a budget for the ESRP, and such budget must come before the JCC for approval prior to the expenditure of any funds related to program. Further, the JCC shall maintain detailed records of all disbursements associated with the planning and execution of the ESRP, which will be subject to review by the Alabama Department of Examiners.

The JCC reserves the right to cancel or decrease the scope of the ESRP as outlined above; however, the JCC shall not make any additions or in any way expand the ESRP without first following the notice procedures as outlined in Amendment 909 of the Constitution of Alabama of 1901 regarding the adoption of such programs and policies.