Jones County End-of-Year Employee Recognition and Appreciation Program

Pursuant to Amendment 909 of the Constitution of Alabama of 1901, the Jones County Commission (“JCC”) does hereby establish the Jones County End-of-Year Employee Recognition and Appreciation Program (“ERAP”) to express its appreciation to the dedicated employees of Jones County and to recognize those employees who have reached significant milestones in their years of service.

The scope of the ERAP is as follows:

1. A luncheon to be held once per year in the month of December.
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 will be extended, via email, to all employees of the JCC.
4. At the luncheon, employees of the JCC 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 state of the county, including updates on any information pertinent to county employees.
	* A presentation by members of the JCC of plaques and/or certificates to any employee of the JCC that has 1) celebrated a 5 year-incremental employment anniversary since the preceding 12-month period, 2) has maintained perfect attendance during the preceding 12-month period, or 3) any other recognition established hereafter by the JCC.

The JCC shall cover all costs associated with the luncheon including meal catering, beverages, utensils, plaques, certificates and other incidental costs. The County Administrator shall create a budget for the ERAP, 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 ERAP, 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 ERAP as outlined above; however, the JCC shall not make any additions or in any way expand the ERAP 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.