

RESOLUTION NO. OC SAN 22-XX

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ORANGE COUNTY SANITATION DISTRICT ESTABLISHING AWARD ACCEPTANCE PROTOCOLS; AND REPEALING RESOLUTION NO. OCSD 08-19

WHEREAS, the Orange County Sanitation District (OC San) is nominated and wins awards on an ongoing and frequent basis;

WHEREAS, there are three types of awards:

- Individual awards recognizing an individual employee or small group of employees;
- Division or Departmental Awards recognizing an entire division or department for outstanding achievements; and,
- Agency-wide Awards recognizing the collective effort of the entire agency or in conjunction with another agency; and,

WHEREAS, OC San recognizes the potential for positive publicity, awareness and improved employee morale and acceptance of these awards is an important part of these benefits.

NOW THEREFORE, the Board of Directors of the Orange County Sanitation District DOES HEREBY RESOLVE, DETERMINE AND ORDER:

Section 1: Individual Awards – It will be up to the discretion of the department head to decide how best to call attention to the accomplishment. This may take place in a division or departmental staff meeting or some other similar sized gathering. The department head shall also forward notification of the award to the General Manager's office for additional recognition and to Human Resources so that the award can be inserted into the employee's personnel file.

Section 2: Division or Departmental Awards – Department heads shall notify the General Manager's office as soon as the award is announced. Depending on the scope and prestige of the award, the department head and General Manager's office will determine who should accept the award and how it will be promoted to the Board of Directors, employees, and the general public. This may include a presentation at a Board meeting, press notifications and related ways to call attention to the accomplishment.

Section 3: Agency Awards - Involved staff shall notify the General Manager's office on all major agency-wide awards, and the General Manager's office shall contact the Board Chairperson. The Board Chairperson shall determine the appropriate Director and/or staff member to accept the award on behalf of OC San. Acknowledgement of the award will be addressed at a future Board meeting, and through notifications to the press and employees, as well as being included in OC San's annual report. The award shall also be displayed in a prominent public

location at OC San to showcase its accomplishments to the public on an ongoing basis.

PASSED AND ADOPTED at a regular meeting of the Board of Directors held June 22, 2022.

John B. Withers
Board Chairman

ATTEST:

Kelly A. Lore, MMC
Clerk of the Board

STATE OF CALIFORNIA)
) ss
COUNTY OF ORANGE)

I, Kelly A. Lore, Clerk of the Board of Directors of the Orange County Sanitation District, do hereby certify that the foregoing Resolution No. OC SAN 22-XX was passed and adopted at a regular meeting of said Board on the 22nd day of June, 2022, by the following vote, to wit:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Orange County Sanitation District this 22nd day of June, 2022.

Kelly A. Lore, MMC
Clerk of the Board of Directors
Orange County Sanitation District