



POLICY NAME:	ROOTS- Recognizing Our Outstanding Team & Service
Effective Date:	September 24, 2025
Policies Rescinded:	1903, 1969-01
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References:	Policy AD-2.007

PURPOSE

To recognize and celebrate the dedication, innovation, and long-term service of Woodlands County employees through a structured and values-based recognition program. The *ROOTS* (Recognizing Our Outstanding Team & Service) program is grounded in the County’s municipal identity — strong, steady, and enduring like the deep-rooted forests that define our landscape. This program aims to foster a culture of pride, commitment, and public service excellence.

POLICY STATEMENT

Woodlands County is committed to cultivating a workplace where employees feel valued, supported, and connected to their contributions. Through the *ROOTS* program, the County will acknowledge outstanding individual and team achievements, recognize years of service, and welcome new employees into a culture that is as deep and dependable as the forest we call home. Recognition may be symbolic, time-based, or event-driven and will be delivered with fairness, fiscal responsibility, and consistency across the organization.

DEFINITIONS

The *ROOTS Program* refers to Woodlands County’s official employee recognition program, designed to reflect the values, priorities, and identity of the municipality.

A Resilience *Day* is a one-time discretionary paid day off awarded to employees who demonstrate exceptional commitment to workplace morale or culture.

Birthday Leave refers to a paid day off granted every third year of continuous service, scheduled near the employee’s birthday.



Milestone Recognition acknowledges an employee's cumulative years of service at defined intervals and includes a symbolic gift and public recognition.

Informal Recognition refers to low-cost, real-time acknowledgements such as thank-you cards, small tokens, or verbal appreciation, typically delivered by supervisors or the Senior Management Team.

RESPONSIBILITY

1. Formal Recognition Categories

The following formal recognition categories are administered in accordance with the Employee Recognition Program Procedure:

- Employee of the Year
- Leadership Award
- Efficiency & Red Tape Reduction Award
- Team Collaboration Award

2. Service Milestone Recognition

Employees will be recognized at defined intervals for years of service through a standardized plaque, symbolic gift, and public acknowledgment. Details are outlined in the procedure.

3. Mid-Term Recognition: Birthday Leave

Employees with more than three years of continuous service are eligible to receive one paid day off every second year near their birthday, subject to operational approval.

4. Quarterly and Informal Recognition

SMT may issue informal or quarterly recognition within approved budgets using methods described in the procedure, including verbal praise, thank-you cards, and small tokens.

5. Resilience Days

A limited number of discretionary Resilience Days may be awarded annually to employees who significantly contribute to the workplace. These are awarded at the discretion of the CAO.

6. Peer Recognition

Employees may nominate colleagues who demonstrate County values. Nominees may receive a symbolic token and public recognition.

7. New Hire Recognition

All new employees will receive a welcome gift upon joining the County. This gesture reflects appreciation from day one and promotes early engagement. Contents of the welcome package are outlined in the procedure.



8. One-Year Recognition

Employees who reach their one-year service mark will receive a small symbolic item to mark the milestone, as described in the procedure.

9. Annual Staff Appreciation Event

A year-end staff event will be held to celebrate employee contributions, present awards, and foster team connection. All formal recognitions are highlighted at this event.

CAO Signature

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