



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES

Policy No. 802: EMPLOYEE SERVICE AWARDS

A. General Provisions

1. As an acknowledgement of the City's appreciation for dedicated service to its citizens, the Personnel Ordinance authorizes the City Manager or his/her designee to purchase and present Service Awards to regular full-time and regular part-time employees and to elected officials. Such awards are annually presented to employees in recognition of five years of service, ten years of service, fifteen years of service, twenty years of service, twenty-five years of service, thirty years of service, thirty-five years of service, etc.
2. The Human Resource Department will track the eligible service time of such employees, authorize the purchase of awards and make arrangements for appropriate presentations. The Director of Human Resources may assign alternate service award anniversary dates to certain employees when he/she determines it to be appropriate. Such employees have typically had short breaks in service, intermittent breaks in service, etc. Credit for seasonal or temporary service time may be granted to regular full-time or regular part-time employees for eligibility for service awards at the discretion of the Director of Human Resources.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Manager and Department Directors.

Approved:

11/11/22
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

11.14.2022
Date

Jenny Smith
Jenny Smith
Director of Human Resources