

 Town of Swansboro	Personnel Policy		Employee Benefits Employee Recognitions	
	Number: Article VI; Section 21	Revisions:	Effective Date: August 20, 2022	Page of 1 1
	Supersedes:		Approved By: <i>Gaulle W. Webb</i>	

ARTICLE VI. EMPLOYEE BENEFITS

Section 21. Employee Recognition/Quarterly

The Town of Swansboro does desire to recognize and honor its employees for dedicated and distinguished service to their department and/or the community.

Nominations must include a small write-up on the individual being nominated and be turned into the Town Manager or Town Clerk by the last day of the corresponding quarter.

The quarterly employee will receive a day off with pay which must be used within 30 days of selection and in coordination with their supervisor. The employee will be featured on the Town website and Facebook. At the employee's discretion, recognition can be given at a Town Board Meeting as well.

In the event, there is more than one nomination for the quarter, the Town Manager and Town Clerk will review the nominations and make the final determination.

Department	Quarter	Recognition Month
Public Safety	1 st (January February March)	April
Public Works	2 nd (April May June)	July
Parks & Recreation	3 rd (July Aug September)	October
Town Hall	4 th (October November December)	January