

808.46 **SUBJECT: SERVICE/RETIREMENT AWARDS**

:1 OBJECTIVE:

Provide policy for departmental processing of awards for employees with 25 years or more of City service.

:2 AUTHORITY:

This policy adopted by City Council June 3, 2002, Item B24.

:3 DIRECTION:

Department Directors/Office Heads, as appointed officials, serve at the pleasure of and receive direction from the Mayor.

:4 METHOD OF OPERATION:

A. City employees are recognized for their service time beginning at five (5) years. Service awards are issued by Employee Services and are normally presented by the employee's Department/Office. An employee completing 25 years or more of service may appear before City Council for recognition.

B. Employees with 25 years or more of service will receive a gift and service award proclamation.

C. The requesting office will pick up the -gift from the Employee Services Section, wrap and deliver it to the City Clerk's Office before the scheduled Council appearance.

D. Retiring employees receive a Proclamation commending them for their service. This is requested by the employee's Department/Office and prepared by the Engineering Bureau. An employee retiring with 25 years or more of service may appear before City Council for recognition.

Retirement Awards :

Cash awards will be provided to employees (other than OPD and OFD Civil Service) who retire with 25 or more years' credited service. Award amounts are calculated at the rate of \$20.00 per year of service. For example, an employee retiring with 25 years' credited service would be eligible to receive a \$500.00 gift.

The retiring employee's department is responsible for funding and requesting the cash awards checks.

:5 FORMS:

Agreement of Understanding; Proclamation Request Transmittal Form.

:6 COMMITTEE RESPONSIBILITIES:

None

:7 REFERENCE:

This procedure adopted by City Council April 19, 1993, Item VV; amended June 3, 2002, Item B24; policy # changed from 121.3, June 13, 2005.

:8 EFFECTIVE DATE:

This procedure effective June 3, 2002.