

RULE 16

SERVICE AWARDS

Purpose (16.1)

Administration (16.2)

Presentation (16.3)

RULE 16 - SERVICE AWARDS

16.1 Purpose

Service Awards Program will be scheduled by the Director of Human Resources annually for eligible employees at which time service pins will be presented for recognition of five (5) or more years of continuous service.

16.2 Administration

The Director of Human Resources will request sufficient budget funds annually, and upon approval of such funds, administer the necessary personnel function to identify the eligible employees as outlined below:

Continuous
Years Service

45
40
35
30
25
20
15
10
5

In addition, the Director of Human Resources will requisition the required service pins and coordinate the presentation of the service pins and letters and certificates of appreciation with the City Manager, City Auditor and Clerk, for their respective employees, City Commissioners and Department Heads.

16.3 Presentation:

The Director of Human Resources will furnish the service pins and a Letter of Appreciation signed by the City Manager and a Certificate of Appreciation signed by the City Commissioners for presentation to employees with ten (10) or more years of continuous service and will receive recognition at an annual service award luncheon.

The Director of Human Resources will furnish service pins and a Letter of Appreciation signed by the City Manager or City Auditor and Clerk, for their respective employees, for presentation to employees with five (5) years of continuous service to Department Heads on an annual basis.