

SERVICE RECOGNITION AWARD PROGRAM

I. PURPOSE

To establish procedures to recognize employees who initially complete five years of service, and thereafter in subsequent 5-year increments.

II. POLICY

The City of Chandler values its employees and recognizes employees for their years of dedicated service to the City. Regular employees completing 5-year increments of service will be recognized in accordance with the guidelines of the program. In addition, regular employees who resigned in good standing and regular employees who retire from City service and who return to City employment shall have their employment prior to their separation count as service for the service recognition program.

III. RESPONSIBILITIES

a. It is the responsibility of the Human Resources Office to maintain service records, order materials, coordinate and arrange programs with the Department Director's and notify all employees eligible for service recognition and awards.

b. It is the responsibility of Department Directors to attend service award programs honoring their employees.

c. The Human Resources Office will allocate funds in their budget each fiscal year to administer the program.

IV. PROCEDURES

a. Certificate/Recognition of Service Awards

1. The Human Resources Office will identify on a monthly basis the list of eligible employees who have reached a 5-year increment of service and will be recognized at a City Council and/or departmental presentation.

2. The Human Resources Office will prepare certificates and congratulatory letters and will forward them to the Mayor and City Manager for signatures. Signed certificates and letters will be returned to the Human Resources office for distribution and copies of the documents will be placed in the employee's personnel file.

3. Employees who have completed ten (10) years of service and thereafter, in subsequent 5-year increments, will have the option of appearing at a City Council meeting to receive their certificate. The Human Resources office will make arrangements for this presentation. The employee's Department Director will provide Human Resources with appropriate employment information so a citation may be prepared.

4. Employees who have completed five (5) years of service will have their certificates forwarded to the employee's department for departmental presentation.

b. Gift Selection

1. The Human Resources Office will coordinate a City-wide gift selection program by forwarding award selection information to eligible employees on a quarterly basis. Employees will be responsible to return their gift selection information to the Human Resources Office for processing. Gifts will be distributed to employees through the Human Resources Office.

V. **APPROVAL**

This policy is effective May 14, 2010 and supercedes Service Recognition Award Program policy dated February 4, 2003.



W. Mark Pentz, City Manager



Date