



## City of Fort Bragg

### Administrative Regulation No. E-2

#### **EMPLOYEE APPRECIATION PROGRAM**

##### **I. OBJECTIVE**

The objective of this Administrative Regulation is to establish an Employee Appreciation Program to recognize employees for length of service, special achievement, and retirement recognition.

##### **II. PROCEDURES**

1. Each fall all employees shall be invited to a reception to honor those employees who have received recognition during the past fiscal year.
2. Awards shall be issued as follows:
  - a) Length of Service
    - Five Years – Employees receive the following:
      - ◊ Letter of congratulations from Department Manager
      - ◊ Service pin and recognition at annual reception
      - ◊ Gift
    - Ten Years – Employees receive the following:
      - ◊ Letter of congratulations from City Manager
      - ◊ Service pin and recognition at annual reception
      - ◊ Gift
    - Fifteen Years – Employees receive the following:
      - ◊ Letter of congratulations from Mayor
      - ◊ Service pin and recognition at annual reception
      - ◊ Gift
    - Twenty Years – Employees receive the following:
      - ◊ Letter of congratulations from Mayor
      - ◊ Service pin and recognition at annual reception
      - ◊ Plaque awarded by Mayor at a City Council meeting
      - ◊ Gift
    - Twenty-Five Years – Employees receive the following:
      - ◊ Letter of congratulations from Mayor
      - ◊ Service pin and recognition at annual reception
      - ◊ Plaque awarded by Mayor at a City Council meeting
      - ◊ Gift
      - ◊ Anniversary day off with pay
  - b) Special Achievement. Nominations can be made by any employee directly to the City Manager. Employees recognized by the City Manager for the Special Achievement award shall receive a plaque at a City Council meeting and recognition at the annual reception.
  - c) Retirement. Retirees are eligible for the following:
    - Retirement plaque awarded at a City Council meeting or retirement dinner.
    - \$100 contribution by City toward gift being purchased by co-workers.
    - Retirement pin
    - Sworn officers keep badge with "RETIRED" inscription.

III. RESPONSIBILITY

The City Manager or designated representatives, are responsible for the overall Appreciation Program, the administration of the Special Achievement Program, arrangements for the Annual Appreciation Dinner, the Length of Service and Retirement recognition programs.

IV. DEFINITIONS

1. "Length of Service" recognition is available to all employees. The program provides recognition of the employee at five-year intervals beginning with the completion of the fifth year of employment. Leaves of absence without pay are considered a break in service for purposes of length of service awards.
2. "Special Achievement" is available to any employee or group of employees of the City of Fort Bragg in recognition of either Exceptional Achievement or Community Service. Employees are encouraged to submit nomination for these awards to the City Manager.
  - a) An "Exceptional Achievement Award" recognizes exceptional achievement by an employee or group of employees that strengthens and supports a division, department, or the City, or acts of heroism. The nature of the accomplishment must be considered above and beyond normal division, department, or City standards, and the employee(s) must have demonstrated significant initiative in carrying out the work.
  - b) A "Community Service Award" recognizes an employee's involvement in volunteer work for any nonprofit organization. The extent of the volunteer involvement must be significant and shall be verified with a representative of the nonprofit organization.
3. "Retirement Recognition" applies to those currently employed persons who are retiring from City service.

Approved by City Manager	_____	_____
	(Signature)	(Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff		_____
		(Date)