



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, birthdays, retirement and to increase employee morale.

II. PROCEDURES

1. Each year all employees shall be invited to a reception to recognize the contributions of City employees. The reception provides an opportunity to recognize all employees for their valuable contributions to the City. Employees who have achieved a length of service milestone during the calendar year will be recognized at a City Council meeting with awards.
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 City Council meeting
 - ◊ Gift \$20
 - Ten Years – Employees receive the following:
 - ◊ Letter of congratulations from City Manager
 - ◊ Service pin and recognition at City Council meeting
 - ◊ Gift \$30
 - Fifteen Years – Employees receive the following:
 - ◊ Letter of congratulations from Mayor
 - ◊ Service pin and recognition at City Council meeting
 - ◊ Gift \$40
 - 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 \$75
 - 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 \$100
 - ◊ Anniversary day off with pay
 - Thirty 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 \$125
 - Thirty-Five Years – Employees receive the following:
 - ◊ Letter of congratulations from Mayor

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- ◇ Service pin and recognition at annual reception
- ◇ Plaque awarded by Mayor at a City Council meeting
- ◇ 35th Anniversary Date as a Day off with pay
- ◇ Gift \$150

b) 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.

3. Employees on the Employee Appreciation Committee may plan other events during the year such as BBQs, Lunches, Parade entries, etc. All employees shall be invited to participate in events as desired. Committee member participation in events, including planning, and setup, shall be considered regular pay hours.

III. RESPONSIBILITY

The City Manager or designated representatives are responsible for the overall Appreciation Program, Employee Appreciation Committee management, arrangements for the Annual Appreciation reception, 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. Service time served as a temporary employee is not included in years of service calculations. Recognition is based on years of service achieved during a given fiscal year, July 1 through June 30th.
2. "Retirement Recognition" applies to those currently employed persons who are retiring from City service.

Approved by City Manager	 (Signature)	<u>3.4.16</u> (Date)
Made a part of the City's Administrative Regulations binder and distributed to all City staff		<u>3/8/16</u> (Date)