



I. Service awards procedure

Human resources responsibilities

- a. Human resources and IMS have created an automated program to send email reminders to previously designated individuals in each department two weeks before the 10, 20 or 30 year of service for each employee in their department. The email will include instructions on how to purchase gift cards, a sample letter of congratulations and a certificate to be filled out and presented to the employee along with their gift card.
- b. Human resources will also review the department contact list on a quarterly basis to ensure that it is up to date for each department.

Department's responsibilities

- a. Each city department will provide at least one contact person to the human resources benefits division to act as a main point of contact for employee service awards for their department.
- b. Departments are responsible for issuing the letter of congratulations and certificate of recognition to each employee as well as presenting the years of service award.
- c. City departments should manage and budget for employee service awards from the following schedule which can be found in [policy 3.03.04](#):
 - i. Completion of 10th year of city service - A letter of congratulations, certificate of recognition and a \$100 gift card will be provided to each employee.
 - ii. Completion of 20th year of city service - A letter of congratulations, certificate of recognition and a \$200 gift card will be provided to each employee.
 - iii. Completion of 30th year of city service - A letter of congratulations, certificate of recognition and a \$300 gift card will be provided to each employee.

II. Safety awards in the workplace

Department's responsibilities

- a. Departments may reward employees for following their department safety policies.
- b. Awards will be limited to gift cards, meal vouchers or other items determined by the department.
- c. A safety achievement award if you are a manager, administrator, clerical employee, or other professional employee or if more than 10% of eligible employees previously received safety achievement awards during the year will be taxable (IRS Pub 525.).

III. Awards for retirement

Department's responsibilities

- a. The department of the retiring employee may offer a retirement event, spending up to \$200 for food for use at the retirement event or a retirement award of a \$200 gift certificate.
- b. This retirement award will be made available only if the employee provides a minimum of a 30 day written notice of retirement to their supervisor and completes an exit interview with the human resources department.

Current References:

[Policy 3.03.04: Employee Service and Safety Awards](#)

IRS Pub 525

Approved and passed this 31st date of December, 2016