



Purpose It is the policy of the City to recognize its employees for their years of service and their retirement as City employees.

Policy **Length of Service Awards**
This recognition shall commence with the fifth year of service and be recognized in five (5) year increments up to forty (40) years. Regular employees will be recognized for their years of service as employees of the City on their individual anniversary dates as follows:

Five (5) Years: A City of Albany coffee mug will be presented to the employee by the Department Director or designee.

Ten (10) Years: A \$25.00 Chamber Dollar gift certificate will be presented to the employee by the Department Director or designee.

Fifteen (15) Years: A \$40.00 Chamber Dollar gift certificate and letter of recognition will be presented by the Department Director or designee.

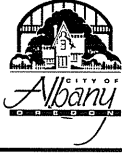
Twenty (20) Years: A \$50.00 Chamber Dollar gift certificate and letter of recognition will be presented by the Department Director or designee.

Twenty-Five (25) Years: A \$100.00 Chamber Dollar gift certificate and letter of recognition will be presented by the Department Director or designee.

Thirty (30) Years: A trip for up to two persons, including lodging, meals, mileage at the current IRS rate, and transportation with the total reimbursement not to exceed \$400. A letter of recognition will also be given. A certificate may be presented by the Department Director or a designee at a reception or other appropriate gathering. For reimbursement, the employee must submit receipts attached to a completed Statement of Reimbursement form to the Human Resources Generalist. Receipts may not be submitted until after the trip has been taken.

Thirty-Five (35) Years: A trip for up to two persons, including lodging, meals, and transportation with the total reimbursement not to exceed \$600.00. All other provisions apply as per thirty- (30) year recognition above.

Forty (40) Years: A trip for up to two persons, including lodging, meals, and transportation with the total reimbursement not to exceed \$750.00. All other provisions apply as per thirty- (30) year recognition above.



City of Albany
Human Resources Policy
Policy #: HR-BC-07-003
Title: Employee Recognition & Retirement

**Benefits &
Compensation**

Award Procedure

Human Resources will notify the Department Director of upcoming anniversaries and distribute the awards to the respective department for presentation to the employee.

The employee's Department is responsible for requesting a certificate, if applicable, and for writing the letter of recognition and distributing it to the employee.

In lieu of reimbursement for a trip, employees will have the option of choosing: 1) an equivalent amount of chamber dollars, or 2) to forego the award. Employees will have thirty (30) days from the point of notification to make this choice and must do so in writing.

Thirty-plus-year awardees that are opting for a trip, who are notified of their award within ninety (90) days of the end of the fiscal year, will have the option of deferring their trip to the subsequent fiscal year. Such a request must be made in writing, and before the end of the fiscal year in which the award was made. Such decisions may be made only once and are irrevocable.

Retirement

When an employee with five or more years of service with the City retires, the department may arrange appropriate recognition of this significant event in an employee's career. The department is authorized a one-time expenditure of up to \$35.00 for each year of employment, for this purpose. The money may be used for a gift, food for a departmental party, meals and other expenses in connection with a sponsored dinner, rental of a hall or other facilities for a party or other appropriate forms of recognizing the contribution the employee made to the City. The form of recognition should be individually tailored to the individual's needs, interest, and desires. The use of the funds may not be in the form of a cash gift.

Retirement Procedure

Each department is responsible for recognizing the retirement from active service of employees in the department.

Definitions

Regular Employee - Applies to all regular employees, City temporary employees, full-time, or part-time on the City of Albany payroll.

Retirement - A person is considered to be retiring from employment if as a result of age or disability; s/he will promptly begin receiving retirement benefits from the Public Employees Retirement System.

References

Statement of Expense Form



City of Albany
Human Resources Policy
Policy #: HR-BC-07-003
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**Benefits &
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Review and Authorization

Supercedes: HR-BC-07-002	Created/Amended by/date: SR; 06/01/2009	Effective Date: 06/10/2009
HR Director:	City Manager:	

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes

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