

	<p>City of Albany Human Resources Policy Policy #: HR-BC-07-006 Title: Employee Recognition & Retirement</p>	<p align="center">Benefits & Compensation</p>
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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 gift card will be presented to the employee by the Department Director or designee.

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

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

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

Thirty (30) Years: A \$400 gift card and a letter of recognition will be presented. A certificate may also be presented by the Department Director or a designee at a reception or other appropriate gathering.

Thirty-Five (35) Years: A \$600 gift card will be presented to the employee. All other provisions apply as per thirty- (30) year recognition above.

Forty (40) Years: A \$750 gift card will be provided to the employee. All other provisions apply as per thirty- (30) year recognition above.

Award Procedure

Employees eligible to receive service recognition awards must be a current regular employee at the time of their service anniversary date in order to receive the award.

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 creating a certificate, if applicable, and for writing the letter of recognition and distributing it to the employee.

Gift cards are taxable according to IRS regulations. Departments are responsible to ensure Payroll has been notified of all gift cards awarded.

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, gift card, 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, such as a plaque, shadow box or framed photograph. The form of recognition may be tailored to the individual's needs, interest, and desires. However, such gifts must be in good taste and not something that would bring discredit or embarrassment to the City. Inappropriate gifts include, but are not limited to, weapons, alcohol, drugs and drug paraphernalia, items of a sexual nature, or items that demean a particular religion, race, ethnic group or other protected class status. Gifts may be taxable according to IRS regulations.

When an employee continues working as a temporary employee immediately following retirement, the department may defer the awarding of a retirement-recognition until the end of the temporary assignment. However, the time served in the temporary assignment shall not be used to increase the employee's years of service for the recognition award.

Retirement Procedure

Each department is responsible for recognizing the retirement from active service of employees in the department. Departments are to consult with Payroll to determine appropriate taxability and reporting requirements for gifts.

Definitions

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

- * Temporary service will be counted toward years of service when a regular employee has previously served on a temporary appointment without a break in service.
- * Regular employees who retire and return on a temporary appointment are not eligible for service awards.

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

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Employees Retirement System.

References

Statement of Expense Form

Review and Authorization

Supercedes: HR-BC-07-005; 04/04/2016	Created/Amended by/date: DS; 12/08/2016	Effective Date: 12/13/2016
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