


Subject: Biannual Employee Service Award Program	Number: 5-4
	Date Issued: December 1, 1998 Date Revised: April 22, 2015
Responsible Department: City Clerk	Approved: 

Purpose

To establish a policy for the biannual Employee Service Awards program in recognition of the organization's most vital asset—its human resources—and to acknowledge the dedicated and outstanding employees who have given ten years or more of service to the City.

Procedures

An Employee Service Awards event shall be held biannually honoring those employees who have served with ten years or more of service.

A certificate of appreciation shall be presented to each employee being honored.

After the presentation of the certificates, light refreshments will be provided and coordinated by the Office of the City Clerk.