	CITY OF HENDERSONVILLE		
Policy Name:	City of Hendersonville Service Recognition Guidelines	Date Adopted by Council :	July 6 ,2023

## I. PURPOSE

The City of Hendersonville wishes to appropriately recognize and acknowledge the faithful service of elected officials, employees, and volunteers for their service to the City and has adopted the following guidelines to accomplish that just prior to retirement, resignation or end of term.

The City of Hendersonville also acknowledges the faithful service of active employees through the Service Awards Program. Awards are given after the completion of five years of service and in multiples of five years thereafter. The program is designed to provide positive recognition and reinforcement and show appreciation to employees for their years of service. Service awards are in addition to applicable longevity the City offers.

## II. Recognition Guidelines for retirement, resignation or end of term

### A. Personalized rocking chair or gift of the same value


- Elected officials with at least 8 years of service
- Department Heads with at least 10 years of service
- ~~Managers~~ Supervisors with at least 20 years of service
- Non-management employees with at least 30 years of service
- Board and commission members with at least 12 years of service

### B. Engraved Plaque

- Elected officials with at least 4 years of service
- Department Heads with at least 5 years of service
- ~~Managers~~ Supervisors with at least 10 years of service
- Non-management employees with at least 20 years of service
- Board and commission members with at least 6 years of service

### C. Framed certificate of appreciation

- Elected officials with less than 4 years of service
- Department Heads with at least 2 years of service
- ~~Managers~~ Supervisors with less than ~~10~~ 5 years of service
- Non-management employees with at least 10 years of service
- Boards and commission members with less than 6 years of service

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**D. Occasionally, an individual, employee or volunteer who does not fit in one of the above categories is worthy of special recognition. That person should be appropriately recognized on a case by case basis. Only the City Manager may authorize exceptions to the guidelines.**

### **III. ACTIVE EMPLOYEE SERVICE AWARDS GUIDELINES**

**Five year employee**

\$50.00 deposited into employees banking account

**Ten year employee**

\$75.00 deposited into employees banking account

**Fifteen year employee**

\$100.00 deposited into employees banking account

**Twenty year employee**

\$150.00 deposited into employees banking account

**Twenty five year employee**

\$175.00 deposited into employees banking account

**Thirty year employee**

\$200.00 deposited into employees banking account

**Thirty five year employee**

\$250.00 deposited into employees banking account

**Forty year employee**

\$300.00 deposited into employees banking account

**Forty five plus year employee**

**\$350.00** deposited into employees banking account