



## CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

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**SUBMITTER:** Jennifer Harrell

**MEETING DATE:** July 6, 2023

**AGENDA SECTION:** CONSENT

**DEPARTMENT:** Human Resources

**TITLE OF ITEM:** Amending and combining the Service Recognition Guidelines and Active Employee Service Awards – *Jennifer Harrell, HR Director*

### **SUGGESTED MOTION(S):**

I move City Council adopt the revision of the City of Hendersonville's Service Recognition Guidelines as presented.

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### **SUMMARY:**

Staff is amending the service recognition guidelines for an elected official, employee or volunteer upon retirement, resignation or end of term. Staff wants to differentiate between department heads and Supervisors and add only the City Manager may authorize exceptions to the guidelines. Note: the service awards are in addition to applicable employee longevity defined in the City of Hendersonville Personnel Policy Article III. Section 17.

**BUDGET IMPACT:** \$0.00

**Is this expenditure approved in the current fiscal year budget?**

**If no, describe how it will be funded.**

**ATTACHMENTS:** City of Hendersonville Service Recognition Guidelines.