



**CITY OF MARSHALL
PERSONNEL COMMITTEE
AGENDA ITEM REPORT**

Presenter:	Sheila Dubs
Meeting Date:	Tuesday, December 5, 2023
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Request for amendment to the Employee Recognition Policy
Background Information:	<p>Our current Service Award Program provides for employee recognition and awards for service milestones in 5 year increments, starting with 5 years of service and ending at 40 years of service. Staff are requesting to extend this recognition program to include employees who reach both 45 and 50 years of service. The requested policy amendment is shown in redlining below. The proposed service award schedule is attached.</p> <p>Service Awards Program</p> <p>The purpose of this program is to recognize and reward the service of employees at milestones in their careers through a uniform and consistent recognition program. Employees will be recognized at an annual employee recognition event, the year following their anniversary date. The “Years of Service” award will recognize employees who have achieved the following levels of continuous service: five (5) years, ten (10) years, fifteen (15) years, twenty (20) years, twenty-five (25) years, thirty (30) years, thirty-five (35) years, and forty (40) years, <u>forty-five (45) years, and fifty (50) years.</u> Each employee will receive an award established through administrative approval, which corresponds to his/her level of continuous service achievement. Employees that achieve the thirty (30) years of service level will also have his/her name inscribed to the Service Plaque in City Hall.</p> <p>For the purpose of this event, service awards shall apply to individuals currently employed with the City, classified as a full-time or ¾-time employee; or a part-time employee, with at least 5 years of service (reference <i>Years of Service</i> definition in Chapter 2).</p> <p>Recognition of service for paid-on-call employees of the Fire Department and Chemical Assessment Team will be acknowledged by their respective departments.</p> <p>An employee may decline the recognition and/or service award; however, no substitutions will be made if an award is declined.</p>
Fiscal Impact:	
Alternative/ Variations:	
Recommendations:	Staff recommends the Personnel Committee pass a motion to recommend to the City Council to approve the amended personnel policy and service award schedule.