



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Sheila Dubs
Meeting Date:	Tuesday, December 12, 2023
Category:	CONSENT AGENDA
Type:	ACTION
Subject:	Consider approval of an amendment to the employee recognition policy and service award schedule
Background Information:	<p>The Personnel Committee reviewed this proposal on December 5th and recommended approval.</p> <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. We currently have an employee that has achieved a 45-year service milestone. 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 red-lining below. The proposed service award schedule is attached, amended to include a 45-year and 50-year service milestone with corresponding amounts of \$450 and \$500. As informational: The milestone awards are issued as Marshall Area Chamber Bucks, as this ensures the dollars are kept in the community and spent with our local businesses and retailers.</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>
Fiscal Impact:	
Alternative/ Variations:	None recommended. The Personnel Committee reviewed this proposal and recommended approval.
Recommendations:	to approve the amended personnel policy and service award schedule.