



Community Development **Years of Service Employee Recognition**

Community Development Effective: 03/17/2025 Revised:

Purpose of This Policy

This policy establishes a departmental reward for reaching work anniversary milestones.

Policy

Years of Service Employee Recognition

I. Definitions

- A. Years of Service means the number of anniversary years that are worked with Springville City, whether it be in part-time or full-time work or a combination of the two.
- B. Recognition means the Community Development Department values work longevity and wishes to reward the employee at intervals stated below.

II. Policy

The justification of this policy is to give positive recognition in monetary form to employees for their continued work in the Community Development Department. The likely impact is positive reinforcement that demonstrates to the employees they are valued in this department and supported and encouraged to continue their work at Springville City.

III. Policy Procedure

When employees achieve work anniversary milestones, employee recognition budget funds are used to award employees for their service to Springville City. The anniversaries that would be recognized begin at five years and are given thereafter at 5-year intervals.

The following table denotes the dollar amounts earned for years of service completed:

Years Worked Amount Earned

- 5 = \$ 50
- 10 = \$100
- 15 = \$150
- 20 = \$200
- 25 = \$250

30 = \$300

35 = \$350

40 = \$400

Employees will receive recognition for their years of service in one of two ways: The amount earned for each anniversary level can either be added to their paycheck, or the employee may select a gift of their choice from an approved vendor, such as Amazon. Both the gift value and the paycheck option will not exceed the amount earned for completed years of service. These options are granted to the employee only once as they are earned.

When employee(s) reach one year of service, they have the option to be taken to lunch by the Community Development Director and the Building Official. This lunch will be paid for from employee recognition funds from the division they work in.

Upon adoption, this policy will be retroactive to each current employee's last award anniversary.