

	<i>Administrative Regulation</i>		Policy#	6.8
	Employee Recognition Program		Effective:	01/01/2025
			Revised:	N/A
			Owner:	Human Resources

Purpose:

To recognize and celebrate an employee’s dedication and commitment to the City of Springfield.

Scope:

This policy applies to all City of Springfield employees and departments.

Policy:

Milestones will be recognized in 5-year increments (i.e., 5, 10, 15, 20, etc.). Regular-status employees who reach 5 years or more of continuous service are eligible for recognition on their individual anniversary date as follows:

<u>Years of Service</u>	<u>Gift Card Amount</u>	<u>Anniversary Coin</u>
5	\$50	X
10	\$75	X
15	\$100	X
20	\$125	X
25	\$150	X
30+	\$175	X

Employees must be in active status for the entire service year to receive credit for that year. If, for example, an employee’s service year runs from April 1 through March 31 of the following calendar year and they leave regular-status City service in February, they do not receive credit for that service year.

Procedure:

1. Awards

- 1.1. Human Resources will notify the department director of upcoming anniversaries and distribute the anniversary coin to the respective department for presentation to the employee.
- 1.2. Length of Service Awards shall be presented to the employee by the department director or designee.
- 1.3. Employees celebrating their 20-year anniversary, and in five-year intervals, thereafter, will have the option to receive their anniversary coin either during a City Council meeting where they will be recognized or directly from their department director. The department director or their designee will coordinate with the City Manager's Office to arrange the City Council recognition for those who choose that option.

2. Gift Cards

- 2.1. Employees will be notified in advance of their gift eligibility. IRS regulations require that the value of all gift certificates be reported as income on the receiving employee's W-2 for taxation purposes.
- 2.2. Employees not wishing to incur this tax impact may sign a form to opt out of receiving the gift card.

Definitions

1. "Continuous service" refers to the uninterrupted length of employment with the City, measured from the employee's original hire date or rehire date (in cases of reinstatement) to the present. Continuous service is calculated based on active employment and excludes periods of unpaid leave, suspension, or breaks in service unless specifically covered by applicable laws, policies, or collective bargaining agreements.

Resources:

N/A