

 <p>TOWN OF DEWEY-HUMBOLDT ADMINISTRATIVE REGULATION</p>	<p>AR No 16-01</p>
<p>Subject: employee recognition for length of service</p>	<p>Effective Date: May 17, 2016</p>

1. **Scope.** This policy applies to all employees of the Town of Dewey-Humboldt.
2. **Purpose.** The town of Dewey-Humboldt was incorporated in December 2004. As a young town, we are proud of employees who achieve certain milestones of length of service with the Town. Inasmuch as these employees provide perspective, stability and knowledge that only length of service can assure, the Town wishes to show its appreciation through formal recognition.
3. **Policy.**
 - 3.1. Formal recognition of length of service will be awarded after completion of service increments of five years (i.e. five, ten, fifteen, etc.).
 - 3.2. Special recognition will be given at retirement from Town service for employees who are at least 60 years of age and have been employed by the Town for at least five years. "Retirement" for the purpose of this article is defined as "to withdraw from town employment because of age".
 - 3.3. Employees will be presented with their retirement and length of service awards at Town Council meetings. Retiring employees will be recognized at a council meeting that nears to their last day of service. Employees who reached their length of service milestones will be recognized at either a June or a December council meeting.
 - 3.4. Awards for each service milestone will be determined and funded through the budget process each fiscal year. Examples are:
 - After 5-year service: a framed certificate and a memento under \$50 in value
 - After 10-year service: a framed certificate and a memento under \$75 in value
 - After 15-year service: a framed certificate and a memento under \$100 in value
 - 3.5. When the Town Manager or the Town Magistrate is eligible for an award specified in this article, Mayor or a council member will present the award. Town Manager will present awards to all other town employees.

TOWN MANAGER APPROVAL	Initial: 
Notes:	