



Policy: Employee and Volunteer Recognition Program

Effective: October 2013

Revised: October 2013 2018

Purpose

The City Council recognizes the ~~hard work~~ professional and dedicated ~~and~~ service performed by the employees of the City of Northfield and has adopted aa -formal Employee ~~and Volunteer~~ Recognition Program.

Policy

The City Council believes that this policy serves a public purpose as the benefits of attracting, retaining, and motivating employees through an Employee ~~and Volunteer~~ Recognition Program ~~(EVRP)~~ supports job satisfaction, which in turn impacts cooperation, productivity, and the furtherance of the ~~e~~City's obligations to its citizens.

Each spring year, a recognition program is organized by the City. ~~before a regularly scheduled City Council meeting.~~ The program, including a meal, recognizes ~~retired Board and Commission Members, City Council members, retired employees from the previous year,~~ length of service employees obtain taking place over during the calendar year, employees resigning or retiring from employment, and special awards recognizing employees and City department projects and performance, ~~and employee years of service to take place during the current calendar year.~~

The program and recognition given to employees is established as part of and additional compensation for work performed by the employees.

Recognition

The program and recognition given to employees will include the following:

- Meal for all employees and former employees recognized below
- Certificates given to for 5 years of service on and more up:
- 5 years of service - \$25
- payment
- 10 years of service - \$50 payment
- 15 years of service - \$75 payment
- 20 years of service - \$100 payment and City blanket
- 25 years of service - \$125 payment
- 30 years of service - \$150 payment
- 35 years of service - \$175 payment
- 40 years of service - \$200 payment
- Certificates in blue folder for 5, 10, and 15 years of service
- Certificates in wood frame for 20, 25, 30, and 35 etc. years of service
- City blanket given for 20 years of service
- Certificates given to Board/Commission members if they have not already been recognized earlier in the year
- Framed city City photo is given to for employees leaving retiring resigning or retiring from employment the city City with five 5 or more years of service:
- Individual employee excellence award, upon nomination, for work performed over the last year - . Certificate and \$100 check or gift card payment:



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Program

~~The program, including a meal.~~ Mayor, Council Members, City Administrator, and Department ~~Supervisors~~ supervisors will recognize individual participants and special department recognitions. ~~Coffee, punch, and cake/bars/cookies are prepared for the recognition program.~~ The City will contact the media and ~~media is contacted.~~ ~~Pictures are taken~~ pictures of the program.