



**Policy: Employee Recognition Program**

Effective: 10/13

Revised: 11/18

**Purpose** The City Council recognizes the professional and dedicated service performed by the employees of the City of Northfield and has adopted a formal Employee 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 Recognition Program supports job satisfaction, which in turn impacts cooperation, productivity, and the furtherance of the City's obligations to its citizens.

Each year, a recognition program is organized by the City. The program, including a meal, recognizes length of service employees obtain during the calendar year, employees resigning or retiring from employment, and special awards recognizing employees and City department projects and performance.

The program and recognition given to employees is established as part of 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 for 5 years of service and more
- 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
- Framed City photo for employees resigning or retiring from employment the City with 5 or more years of service
- Individual employee excellence award, upon nomination, for work performed over the last year - certificate and \$100 payment

**Program** Mayor, Council Members, City Administrator, and Department supervisors will recognize individual participants and special department recognitions. The City will contact the media and take pictures of the program.