



Employee Recognition Rules
Policy No. 04
Approved: 02/10/99; Revised: 3/12/03

City Manager's Approval: _____

THE CITY OF POMONA

ADMINISTRATIVE POLICIES AND PROCEDURES

LENGTH OF SERVICE AWARD POLICY

I. PURPOSE

To provide the guidelines for recognition of employees for their length of service to the City.

II. APPLICABILITY

This Policy applies to all full-time employees.

III. POLICY

The City of Pomona recognizes the importance of employee loyalty and dedication to the success of any effort. For this reason, employees of the City will be recognized for their length of service at intervals of five years, i.e., in the fifth year, the tenth year, the fifteenth year, etc. Whenever possible, this recognition is to occur within one month of the individual employee's service anniversary date.

The symbol of recognition for dedicated and loyal service shall be the City of Pomona Goddess. Service pins shall signify years of service. Employees with 20 years of service or more may select a service pin, as described above, or select a gift from a gift catalog corresponding to the length of service.

IV. PROCEDURE

A. Human Resources/Risk Management Director Responsibilities:

1. Human Resources Staff shall monitor each employee's service record to insure that length of service may be retrieved in five-year increments and that a listing of employees eligible for length of service awards, organized by City Department, may be generated.
2. Human Resources Staff shall notify each department of the names of employees eligible for awards for years of service and specify the years of service.
3. In June of each year, the Human Resources Staff shall order sufficient service award pins to accommodate those employees to be recognized for length of service from July

LENGTH OF SERVICE AWARD POLICY (Continued)

of the current year through June of the following year.

LENGTH OF SERVICE AWARD POLICY (Continued)

4. Funds permitting, coordinate an annual Employees' Awards Banquet to appropriately recognize employees for Length of Service Awards, Employee of the Quarter/Year, Customer Care Employee of the Quarter/Year and other recognition programs.

B. Responsibilities of Individual Department Directors:

Annually, in January of each year, each department director shall inform the Human Resources/Risk Management Director of the name of an employee within their departments who will be responsible for coordinating the following:

1. Notification of the award presentation to those employees receiving length of service awards;
2. Receipt of the actual award/s to be presented;
3. Completion of the employee signature card in receipt of the individual length of service award/s; and
4. Return of the signed signature card/s to the Human Resources Department.

C. Award:

Employees with the following designated number of years will receive:

1. 5, 10, and 15 years of service receive a service pin.
2. 20 or more years of service receive either a service pin or choice of a gift from the selected catalog.

D. Presentation:

Planning of the actual award presentation shall be at the discretion of the department director.

V. ACTION

This Policy is effective March 12, 2003.