



Policy No: VII-8

Effective Date: December 2000

Revision Date: June 2005, March 2018, March 2019

Policy Number VII-8: Employee Development and Recognition

Purpose:

To establish a service/development/retirement awards program by which to recognize employees for their years of service and contributions to the City of Montgomery.

Service Awards

All full-time and permanent part-time employees are eligible for service awards based on their years of service with the City of Montgomery. The first award is earned upon the fifth anniversary with the City and in five-year increments thereafter. The awards are presented throughout the year during employee meetings or gatherings which occur closest to the employee’s anniversary. The eligible employees may choose Montgomery logo-wear and/or a gift card from a list of vendors approved by the City Manager. Employee’s choice must fall within the following price guidelines:

5 years	\$50.00
10 years	\$75.00
15 years	\$100.00
20 years	\$125.00
25+ years	\$150.00

Employee Development/Recognition Programs

Pending appropriation of funding by City Council each year, the City is authorized to conduct activities to recognize employees for their service to the community such as an employee picnic, holiday luncheons, and other activities designed to encourage employee interaction as identified by the City Manager and/or designated staff. City expenses related to these activities are limited to catering and/or meal-related expenses, basic refreshments, speakers, awards, and decorations and can apply only to official City-sponsored activities as authorized by the City Manager.

Retirement and End of Service Celebrations

The City of Montgomery is authorized to recognize a retiring employee’s years of service to the City or the resignation of a long tenured employee as follows:

Years of Service	Retirement Reception Allowance (not to exceed)	Tenured Resignation Allowance (not to exceed)	Retirement Gift Allowance
Five to Nine Years	\$300.00	-	\$75.00
Ten to Nineteen Years	\$500.00	\$500.00	\$150.00
Twenty + Years	\$750.00	\$750.00	\$300.00

The employee must either be retiring from a state pension fund or be resigning in good standing to qualify.

Retirement gifts may be in the form of a gift certificate or commemorative item that is representative of the City of Montgomery and is a fitting tribute to the employee's service to the community.