

	<i>Administrative Regulation</i>		
	Policy #:	9.05	
	Effective:	01/01/2025	
	Revised:		
EMPLOYEE RECOGNITION PROGRAM		Owner:	Human Resources

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

PURPOSE:

To recognize and celebrate an employee’s dedication and commitment to the City of Springfield.

SCOPE:

This policy applies to all regular status City employees and departments. Limited duration, temporary, and seasonal employees are not eligible for service milestone recognition unless otherwise required by law or collective bargaining agreement.

POLICY:

Milestones will be recognized in five-year increments (i.e., 5, 10, 15, 20 years). Regular-status employees who reach five years or more of ***continuous service*** are eligible for recognition on their individual anniversary date.

Service milestone recognition is awarded as follows:

<i>Years of Service</i>	<i>Gift Card Amount</i>	<i>Anniversary Coin</i>
5	\$50	Yes
10	\$75	Yes
15	\$100	Yes
20	\$125	Yes
25	\$150	Yes
30+	\$175	Yes

To receive credit for a ***service year***, employees must maintain ***active status*** for the full twelve-month period. If, for example, an employee’s *service year* runs from April 1 through March 31 of the following calendar year and they leave City service in February, they will not receive service credit for that year.

PROCEDURE:

1. Awards

- a. Human Resources will notify the ***department director*** of upcoming anniversaries and will distribute the anniversary coin to the respective department for presentation to the employee.
- b. Recognition will occur as close as administratively practicable to the employee’s anniversary date.

- c. Length of Service Awards will be presented by the *department director* or designee.
- d. Employees celebrating their twenty (20)-year anniversary, and in five-year intervals thereafter, will have the option to receive their anniversary coin either during a City Council meeting where they will be recognized or directly from their *department director*.
 - (1) The *department director* will coordinate with the City Manager's Office to arrange the City Council recognition for those who choose that option.

2. Gift Cards

- a. Employees will be notified in advance of their gift eligibility. IRS regulations require that the value of gift cards be reported as income as taxable income to the receiving employee's W-2.
- b. Employees who do not wish to incur this tax liability may opt out by signing a waiver form.

DEFINITIONS:

Active Status:

A designation indicating the employee is currently working or on a paid leave and not on unpaid leave, suspension, or other forms of employment interruption that would pause service accrual.

Continuous Service:

The uninterrupted length of employment with the City, measured from the employee's original hire date or rehire date (in cases of reinstatement) to the present. Continuous service is calculated based on active employment and excludes periods of unpaid leave, suspension, or breaks in service unless specifically covered by applicable laws, policies, or collective bargaining agreements.

Department Director:

The individual responsible for overseeing the operations, personnel, and compliance functions of a City department. For the purposes of this administrative regulation, "Department Director" also includes any formally assigned designee, including an employee serving in an Acting-In-Capacity (AIC) role, who has been authorized to carry out departmental responsibilities in the absence of the Department Director.

Service Year:

A twelve (12)-month period of continuous active status employment used to calculate length-of-service recognition eligibility.

RESOURCES: