



City of Albany
Administrative Policy
Benefits & Compensation
Policy #: HR-BC-07-007
Title: Employee Recognition and Retirement

Human Resources

Purpose It is the policy of the City to recognize its employees for their years of service and their retirement as City employees.

Policy **Eligible Employees**

All active, regular status employees are eligible to receive service recognition awards as outlined within this policy.

Length of Service Awards

This recognition shall commence with the fifth year of continuous service and be recognized in five- (5) year increments up to forty (40) years of continuous service. Regular employees will be recognized for their years of service as employees of the City on their individual anniversary dates as follows:

Years of Continuous Service	Gift Card Amount	Commemorative Certificate	Letter of Recognition
5 years*	\$25.00	X	
10 years	\$50.00	X	X
15 years	\$75.00	X	
20 years	\$100.00	X	X
25 years	\$250.00	X	X
30 years	\$400.00	X	X
35 years	\$600.00	X	
40 years	\$750.00	X	

*Employees at 5 years of service will also receive a City of Albany coffee mug, water bottle, or other appropriate commemorative item as determined by the City.

Employees must be in active status for the entire service year in order to receive credit for that year. If, for example, an employee's service year runs from April 1 through March 31 of the following calendar year and they leave regular status City service in February, they do not receive credit for that service year.



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Award Procedure

Human Resources will notify the department director of upcoming anniversaries and distribute the awards and commemorative certificates to the respective department for presentation to the employee. The employee's supervisor or department director is responsible for writing the letter of recognition, if applicable. Length of Service Awards shall be presented to the employee by the department director or designee.

Gift cards are taxable according to IRS regulations. Departments are responsible to ensure Payroll has been notified of all gift cards awarded.

Retirement

When an employee with five or more years of service with the City retires, the department may arrange appropriate recognition of this significant event in an employee's career. The department is authorized a one-time expenditure of up to \$50.00 for each year of employment, for this purpose.

The money may be used for a gift, gift card, food for a departmental party, meals, and other expenses in connection with a sponsored dinner, rental of a hall or other facilities for a party or other appropriate forms of recognizing the contribution the employee made to the City, such as a plaque, shadow box or framed photograph. The form of recognition may be tailored to the individual's needs, interest, and desires. However, such gifts must be in good taste and not something that would bring discredit or embarrassment to the City. Inappropriate gifts include, but are not limited to, weapons, alcohol, drugs and drug paraphernalia, items of a sexual nature, or items that demean a particular religion, race, ethnic group or other protected class status. Gifts may be taxable according to IRS regulations.


When an employee continues working as a temporary employee immediately following retirement, the department may defer the awarding of a retirement-recognition until the end of the temporary assignment. However, the time served in the temporary assignment shall not be used to increase the employee's years of service for the recognition award.

Retirement Procedure

Each department is responsible for recognizing the retirement from active service of employees in the department. Departments are to consult with Payroll to determine appropriate taxability and reporting requirements for gifts.

Definitions

Regular Employee - Applies to all regular employees, full-time, or part-time on the City of Albany payroll. Regular employees who retire and return on a temporary appointment are not eligible for service awards.

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Retirement - A person is considered to be retiring from employment if as a result of age, years of service, or disability, they will promptly begin receiving retirement benefits from the Public Employees Retirement System.

Review and Authorization

Supersedes: HR-BC-07-006; 12/08/2016	Created/Amended by/date: HR; 06/14/2023	Effective Date: 07/01/2023
HR Director: <i>Signature on File</i>	City Manager: <i>Signature on File</i>	

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes