

CITY OF PLANO POLICIES AND PROCEDURES

222.000

Department Name: Human Resources Manual

Procedure: Milestone Award Recognition Program

Effective Date: 01/04/99

Revision Date(s): 03/01/01, 10/01/03, 04/01/06, 04/01/07, 10/01/12

I. Purpose

The purpose is to acknowledge years of service and career commitment to the City of Plano.

II. Policies and Procedure

It is the City of Plano's policy to provide milestone awards to regular full-time employees upon reaching their fifth, tenth, fifteenth, twentieth, twenty-fifth, thirtieth and thirty-fifth anniversary. Years of service will be determined by Human Resources.

A. Milestone Awards

The following milestone awards will be a part of each employee's overall benefit package.

1. Five Year Award

- a. Five year service pin – 10K gold filled with one sapphire
- b. Acknowledgement at department/division staff meeting
- c. Listing in City newsletter
- d. One day of paid leave*#

2. Ten Year Award

- a. Ten year service pin – 10K gold filled with ruby
- b. Acknowledgement at department/division staff meeting
- c. Listing in City newsletter
- d. Two days paid leave*#

3. Fifteen Year Award

- a. Fifteen year service pin – 10K gold filled with one sapphire and one ruby
- b. Acknowledgement by City Manager at Executive team meeting
- c. Listing in City newsletter
- d. Three days paid leave*#

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4. Twenty Year Award
 - a. Twenty year service pin – 10K gold filled with one diamond
 - b. Acknowledgement by City Manager at City Council meeting
 - c. Listing in City newsletter
 - d. Four days paid leave*#
5. Twenty-Five Year Award
 - a. Twenty-five year service pin – 10K gold filled with two diamonds
 - b. Acknowledgement by Mayor at City Council meeting
 - c. Listing in City newsletter
 - d. Receive letter from City Manager
 - e. Portrait on display at Municipal Center
 - f. Five days paid leave*#
6. Thirty Year Award
 - a. Thirty year service pin – 10K gold filled with three diamonds
 - b. Acknowledgement by Mayor at City Council meeting
 - c. Listing in City newsletter
 - d. Receive letter from City Manager
 - e. Six days paid leave*#
7. Thirty-Five Year Award
 - a. Thirty-five year service pin
 - b. Acknowledgement by Mayor at City Council meeting
 - c. Profile in City newsletter
 - d. Receive letter from City Manager
 - e. Seven days paid leave *#

Employees in the Solid Waste Department will receive fifty (\$50.00) cash per day in lieu of the days of paid leave.

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* Days are based on eight hour shifts except for Fire department civil service shift personnel which are based on 12 hours.

B. Implementation

The department head for the employee having the milestone anniversary will be responsible for coordinating all recognition activities. Human Resources will send the service pin to the department head within a month of the anniversary date and certificate from City Manager. At twenty-five years of service employee will have portrait taken and placed on wall at the Municipal Center for recognition. Human Resources will pay for and schedule portraits quarterly for employees. The employee will receive their portrait when they retire.

All paid leave awarded must be taken within six months after the employee's anniversary date. The supervisor must approve scheduling. Time off will be shown as administrative leave with pay and will be maintained in the employee's department.

III. Appendices

None referenced.