



# City of Waukesha HR Policy

## G2 Service Commemorative Awards

### Service Award Resolution

#### Purpose

Whereas, The City of Waukesha desires wishes to express its' appreciation to employees for their long and valuable service through the use of a Service Commemorative Award Program.

#### Summary

Therefore be it resolved that,

1. Each City employee who, at retirement, has completed fifteen (15) or more years of City service shall be presented with a special "Plaque of Appreciation" "Commemorative Service Award and/or a City of Waukesha street sign with appropriate wording chosen by the employee (to be displayed for recreational or entertainment purposes only).
2. Employees with 20 years or more of City service shall also have the option of choosing a watch which includes their hire date and retirement date engraved on the back of the timepiece and/or a "Commemorative Award."
23. That such Commemorative awards shall be presented with suitable ceremony by the Mayor and department director at a retirement cake/coffee or in private depending on the employee's preference. at the Common Council meeting following the retirement date. The retirement will be recorded in the official City record.
34. Arrangements for the presentation of the award to eligible employees shall be the responsibility of the department director.
45. It shall be the responsibility of the Human Resources Department to annually determine the retiring employees' eligibility for an award, and shall administer manage the purchase process of the award. during each fiscal year.
5. The Human Resources Manager shall make an annual report to the Human Resources Committee concerning the operation of this program pursuant to this resolution.

Passed this \_\_\_\_ day of \_\_\_\_, 2019.

Approved this \_\_\_\_ day of \_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk