



City of Waukesha HR Policy

G2 Commemorative Awards

I. Purpose

The City of Waukesha wishes to express its' appreciation to employees for their long and valuable service through the Commemorative Award Program for eligible retirees.

II. Summary

- A. Each City employee who, at retirement, has completed ~~fifteen (15)~~ **ten (10)** or more years of City service shall be presented with a **Retiree Gift Option form**. **The form lists available gift options for retirees based on qualified years of employment.**
- B. **Eligible Retirees must be qualified for a WRS retirement benefit, employee must be at least 55 (for Non-Represented Employees) and have been continuously employed by the City for at least 10 years. Retirement of Represented Employees is defined by the applicable collective bargaining agreement.**
- ~~C. 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).~~
- ~~D. Employees with twenty (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.~~
- E. 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.
- F. Arrangements for the presentation of the award to eligible employees shall be the responsibility of the department director.
- G. It shall be the responsibility of the Human Resources Department to determine retiring employees' eligibility for an award, and Human Resources will manage the purchase process of the award(s) **with additional departmental assistance as needed.**

Passed this X day of MONTH, 2025.

Approved this X day of MONTH, 2025.

Mayor

ATTEST:

City Clerk