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HUMAN RESOURCES POLICY PROCEDURE

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SUBJECT: PURPOSE <u>COMMEMORATIVE AWARDS</u>	<u>Issued:</u> <u>4/9/261/12/2</u>	No: <u>AG-12</u>
	<u>Supersedes:</u> <u>10/10/19</u>	Page: 1 of <u>32</u>



~~City of Waukesha HR Policy~~
~~G2 Commemorative Awards~~

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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~~ City or Library 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.

