



TOWN OF PELHAM ADMINISTRATIVE POLICIES

P 201-01

Department
COUNCIL

Name of Policy
RECOGNITION OF STAFF – 25 YEARS
OF SERVICE

Page 1 of 1

Approval Date: February 8, 2012

POLICY STATEMENT:

The Town of Pelham is committed to recognizing employees with 25 years or more of service as of the implementation date of this policy and all employees reaching their 25th Anniversary in the future.

PURPOSE:

The purpose of this policy is to provide staff who have displayed loyalty to the Town of Pelham via 25 years or more of service to be rewarded, acknowledged and recognized.

GENERAL:

1. Employees who are acknowledged as having 25 years or more of service will receive:

- i. a gift of a watch, ring, or bracelet value not to exceed \$350.00.
- ii. a 25 year – Certificate of Recognition of Service plaque.

2. The gift must have the ability to be engraved and the engraving will include:

"25 yrs"
"Town of Pelham"
"25th Anniversary date"

3. A gift of a watch, ring, or bracelet with a value that exceeds \$350.00 will be compensated to a maximum of \$350.00 by the Town. The remaining balance must be contributed by the employee.
4. Recognition of the 25 years of service and presentation of the gift and plaque shall be made, for present employees, at a time and place to be determined by Council and all future presentations for 25 years of service shall be made at the Council meeting immediately following the reaching of the 25th Anniversary.