EMPLOYEE RECOGNITION - GIFTS AND EVENTS

POLICY NUMBER: CEMS-014

PURPOSE:

To establish guidelines for employee gifts, events, and celebrations to ensure fair and consistent recognition, manage budget and resources, and enhance employee engagement and retention.

POLICY:

The City may provide recognition gifts and organize events or celebrations to acknowledge employee service, achievements, milestones, and contributions. All gifts, celebrations, and events are subject to available funding and must follow City purchasing procedures.

GIFTS:

The Human Resources Department manages the purchase of years of service awards, flowers, and retirement gifts. Only the Human Resources Department and the City Manager's Office are permitted to use City funds for these reasons.

- Years of Service Awards- The City recognizes full-time employees that have years of service in five-year increments. Human Resources purchases services awards through an approved vendor twice each year. January awards recognize anniversaries from July through December of the previous year, and July awards recognize anniversaries January through June of the current year.
- Flowers- The City may send flowers for employees or employees' immediate family members for deaths, marriages, hospital stays, and births. Departments must notify Human Resources when one of these events occurs.
- Retirement Gifts- The City may provide retirement gifts to employees retiring with full, unreduced benefits from the Virginia Retirement System.

EMPLOYEE EVENTS AND CELEBRATONS:

The City Manager or designee may authorize employee celebrations or events at their discretion and determine the purpose and scope of these events. Events must support a positive work environment while ensuring fiscal responsibility.

City-wide employee events and celebrations are organized and managed by the Human Resources Department and/or City Manager's Office. All event-related purchases, including gifts or refreshments, must follow City purchasing procedures.