

CITY OF PLANO POLICIES AND PROCEDURES

222.000

Department Name: Human Resources Manual
Procedure: Service Recognition Programs

Effective Date: 01/04/99

Revision Date(s): 03/01/01, 10/01/03, 04/01/06, 04/01/07, 10/01/12, 05/01/14, 7/25/14,
1/1/15, 1/1/2017

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222.00 Purpose & Scope

To recognize employees' years of service and career commitment to the City of Plano. This policy applies to all regular, full-time employees.

222.01 Longevity Pay

Eligibility

All regular, full-time employees who have completed twelve (12) full calendar months of full-time service as of October 1 of each year are eligible to receive longevity pay in November of that year. Employees with at least twelve (12) full calendar months of service may receive longevity pay on a prorated basis upon termination of employment with the City.

Amount

Longevity pay is \$4 for each month of service as of October 1, up to twenty-five (25) years (maximum of \$1,200).

- For non-Civil Service employees and Fire Department Civil Service employees, "months of service" goes back to the most recent hire date to a full-time position with the City.
- For Police Department Civil Service employees, "months of service" includes all regular full-time service with the City of Plano, which does not have to be consecutive.

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222.02 Milestone Awards

The City offers a gift selection program or milestone pin to regular full-time employees upon reaching their fifth, tenth, fifteenth, twentieth, twenty-fifth, thirtieth, thirty-fifth, and fortieth anniversaries. Human Resources determines years of service.

The following items are part of each employee's milestone recognition:

Five Year Award

- Gift from the selection catalog or five year service pin
- Acknowledgement at department/division staff meeting
- Listing in City newsletter
- One day of paid leave ^{1 2}

Ten Year Award

- Gift from the selection catalog or ten year service pin
- Acknowledgement at department/division staff meeting
- Listing in City newsletter
- Two days paid leave ^{1 2}

Fifteen Year Award

- Gift from the selection catalog or fifteen year service pin
- Acknowledgement by City Manager at Executive team meeting
- Listing in City newsletter
- Three days paid leave ^{1 2}

Twenty Year Award

- Gift from the selection catalog or twenty year service pin
- Acknowledgement by City Manager at Executive team meeting
- Listing in City newsletter
- Four days paid leave ^{1 2}

1 Employees in Environmental Waste Services will receive one hundred dollars (\$100.00) per day in lieu of the days of paid leave.

2 Days are based on eight hour shifts except for Fire department civil service shift personnel which are based on 12 hours.

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Twenty-Five Year Award

- Gift from the selection catalog or twenty-five year service pin
- Acknowledgement by Mayor at City Council meeting (Department Director coordinates with City Manager's Office per employee's request)
- Listing in City newsletter
- Letter from City Manager
- 25 year portrait
- Five days paid leave^{1 2}

Thirty Year Award

- Gift from the selection catalog or thirty year service pin
- Acknowledgement by Mayor at City Council meeting (Department Director coordinates with City Manager's Office per employee's request)
- Listing in City newsletter
- Letter from City Manager
- Six days paid leave^{1 2}

Thirty-Five Year Award

- Gift from the selection catalog or thirty-five year service pin
- Acknowledgement by Mayor at City Council meeting (Department Director coordinates with City Manager's Office per employee's request)
- Profile in City newsletter
- Letter from City Manager
- Seven days paid leave^{1 2}

Forty Year Award

- Gift from the selection catalog or forty year service pin
- Acknowledgement by Mayor at City Council meeting (Department Director coordinates with City Manager's Office per employee's request)
- Profile in City newsletter
- Letter from City Manager
- Eight days paid leave^{1 2}

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Implementation

On the first of each month, Human Resources distributes milestone packets for eligible employees to respective department directors, who are then responsible for coordinating all recognition activities noted above. Twenty-five year employees may choose to have a portrait taken that will be hung in the Municipal Center. A letter with photographer contact and scheduling information is included in the milestone packet for eligible employees. The employee will receive their portrait when they retire.

Employees must use all awarded paid leave within one year of his/her anniversary date. The supervisor must approve scheduling. The employee's department maintains the milestone paid leave, which is shown as Administrative Leave with Pay.

- 1 Employees in Environmental Waste Services will receive one hundred dollars (\$100.00) per day in lieu of the days of paid leave.
- 2 Days are based on eight hour shifts except for Fire department civil service shift personnel which are based on 12 hours.