

**CITY OF CULVER CITY
COUNCIL POLICY STATEMENT**

Policy Number **4401**

General Subject: Employees and City Officials

Date Issued 1/23/95

Specific Subject: Service Awards

Effective Date 1/24/95

Resolution No. **95-R005**

PURPOSE:

To establish a policy recognizing the length of service and accomplishments of City employees.

STATEMENT OF POLICY:

The City appreciates the dedication and service of its employees. Therefore, service pins, awards or other recognition shall be presented to employees essentially in compliance with the provisions of Civil Service Rule XVII Section 7:

"Length of Service Awards": Employees shall be awarded length of service emblems for the completion of each five years of aggregate service with the City...."

For ease of administration, "aggregate service" shall be defined as all periods of employment, regardless of status, calculated from an employee's original date of employment with the City.

- A. For classified and unclassified employees in full-time or regular part-time benefited status, awards shall be acknowledged and may be presented at a designated regular or adjourned City Council Meeting. Family members of the recipients may be invited to the event. Awards shall reflect increasing value with the time served. An annual luncheon will be held for recipient employees. The Personnel Department will budget for the annual expenses of this program.
- B. For part-time, exempt and non-benefited employees and Police and Fire reserves, who have not attained full-time or regular part-time benefited status, awards may be made periodically by the respective employing departments to those employees having achieved a five-year calendar interval (i.e., upon the five-year anniversary of their original appointment).

The nature of award shall be determined by the Department and may include City service pins or similar gift items. Each respective department shall be responsible for award expenses under this program.

PROCEDURES:

The Personnel Department shall determine the eligible full-time and regular part-time employee recipients and notify the employees and their respective appointing authorities. Recipients will be advised of the award format and timing. If choices are available, recipients will be given sufficient time to select the specific award they would prefer. The Personnel Department will prepare the appropriate proclamation for Council presentation, and arrange the meeting times and locations with the approval of the City Council.

Employing Departments shall calculate and arrange for the anniversary recognition of part-time, seasonal or exempt non-benefited employees.