



## STAFF REPORT

**TO:** Honorable Mayor and Town Council

**FROM:** Staff: Chief Rick Thomas, Librarian Tara Hall, Clerk Dairian Burke, & Public Services Director John Ernest

**DATE:** August 5, 2017

**RE:** Longevity Policy

The Town Council asked staff members to develop a Longevity Policy.

### Intro:

The Town of Howey in the Hills recognizes the importance of providing an excellent benefit package to its employees and the importance of rewarding long term employees for their years of service. The service award program will encourage longevity, build morale, and recognize employees at all levels that have developed tenure with the Town and the community. All service awards will be presented at the annual celebration/meeting.

### **Longevity Policy**

#### **Full-time employees:**

5 years: Employees will receive a cash gift of \$150.00 net, signifying 5 years of service.

10 Years: Employees will receive a cash gift of \$300.00 net, signifying 10 years of service.

15 Years: Employees will receive a cash gift of \$750.00 net, signifying 15 years of service.

20 Years: Employees will receive a cash gift of \$1000.00 net, signifying 20 years of service.

25+ Years: Employees will receive a cash gift of \$1500.00 net, signifying 25+ years of service.

\*Every recognized employee will receive an engraved Plaque showing the number of years of dedicated service.

**Part time (paid) employees:** Will receive the same as above but, half the amounts specified.

5 years: Employees will receive a cash gift of \$50.00 net, signifying 5 years of service.

10 Years: Employees will receive a cash gift of \$100.00 net, signifying 10 years of service.

15 Years: Employees will receive a cash gift of \$300.00 net, signifying 15 years of service.

20 Years: Employees will receive a cash gift of \$500.00 net, signifying 20 years of service.

25+ Years: Employees will receive a cash gift of \$650.00 net, signifying 25+ years of service.

Russ's financial input:

In my opinion, the \$ for awards should come from Other General Gov't. Don't know if there is a Budget item for this.