



Employee Recognition Policy

Updated 2008

Anniversaries

		Value
5 Years	Recognition Certificate and PHL Gift Shop Item	\$35.00
10 Years	Recognition Certificate and PHL Gift Shop Item	\$50.00
15 Years	Recognition Certificate and PHL Gift Shop Item	\$75.00
20 Years	Recognition Certificate and Town Clock (<u>Personalized</u>)	\$130.00
25 Years	Recognition Plaque and Town Chair (<u>Personalized</u>)	\$350.00
30 Years	Recognition Certificate and Town Clock until 2018 (<u>Personalized</u>)	\$130.00
Additional 5 Year	Recognition Certificate and Town Clock until 2012 (<u>Personalized</u>)	\$130.00

Clothing

Sweatshirts, golf shirts and other similar clothing and articles may be given to employees, provided funding is available and approved by the Town Manager.

Other

An annual employee picnic will be held if funding is budgeted.

Municipal employees will be recognized when they work a regularly scheduled full or part time schedule. For purposes of this policy, contracted services, stipend positions, on call, volunteers, seasonal and substitutes do not apply.

In addition to recognition at the annual event, public announcement of service awards will be provided to the local media. This program does not favor highly compensated employees as to eligibility or benefits.