

**EMPLOYEE, VOLUNTEER, AND COMMISSIONER APPRECIATION AND
RECOGNITION POLICY**

I. PURPOSE

The City of Pinole supports the recognition of its employees when they have attained a level of longevity with the City. This includes employees who are retiring from the City or are leaving the City to take a new position. The City also supports the recognition of volunteers and Council-appointed commissioners. The City feels that all employees, volunteers, and commissioners that have invested significant time in Pinole have contributed to the City's wellbeing.

The following guidelines are offered to assist departments in appropriately recognizing employees, volunteers, and commissioners for their investment.

II. EMPLOYEES

A. Recognition

1. **Newly hired employees:** Pinole will recognize all newly hired employees at the first City Council meeting following their official hire date, or as soon thereafter as practical. Recognition of the employee will be reflected in the official Council meeting minutes. Employees will be provided the opportunity to be present.
2. **Promotions:** Pinole will recognize all employees in good standing who are promoted at the first City Council meeting following the effective date of the promotion. Recognition of the employee will be reflected in the official Council meeting minutes. Issued by
3. **Special Recognitions:** Pinole will recognize employees for special one-time accomplishments such as Employee of the Year. Recognition of an employee's achievement/accomplishment could be initiated by the City or by a third-party organization.
4. **Separation of Employment:** Pinole will recognize all employees in good standing who depart from the City to take a position with another organization and have continuously worked for the City for at least the previous five (5) years with either one or both of the forms of recognition referenced in Section III (B)(1) & (2). Employees may be recognized at a Council meeting.

5. **Retirement:** Pinole will recognize all employees in good standing who retire from the City and have continuously worked for the City for at least the previous five (5) years at the first City Council meeting nearest to their official retirement date, or as soon thereafter as practical. Recognition can be in the form of one or all of the types of recognition referenced in Section III (B). Recognition of the employee will be reflected in the official Council meeting minutes.

B. Types of Recognition

1. Certificates of Recognition/Achievement

Acknowledges individuals' achievements, contribution or service to the City of Pinole. Types of certificates that may be issued include: Recognition, Appreciation, or Accomplishment.

2. Letter from Mayor/Councilmembers

The Mayor and/or Councilmembers have the authority to send individual letters/thank you cards to an individual employee acknowledging them for their achievements, contribution, or service to the City of Pinole.

3. Mayoral Proclamation

Call attention to and highlight a special recognition to an employee for outstanding service, professionalism, completion of a project/program or contribution to a significant event.

C. Years of Service

The City of Pinole recognizes the importance of employees' loyalty and dedication to the success of any effort. For this reason, employees of the City will be recognized for their length of service to the City of Pinole at intervals of five years (i.e., in the fifth year, the tenth year, the fifteenth year, etc..).

To recognize our employees, the City will hold an annual Years of Service ceremony in January or February. At the ceremony, the employee will receive a plaque with an inscription of each 5 years with the City. The employees will also receive, as approved by the City Council on January 2, 2016, a nominal monetary award as outlined below.

5 years of service = \$25

10 years of service = \$50

15 years of service = \$75

20 years of service = \$100

25 years of service = \$125

30 years of service = \$150

35 years of service = \$175

40 years of service = \$200

Additionally, at the Council meeting subsequent to the Years of Service ceremony or as soon thereafter as practical, the City Council will recognize the employees recognized at the ceremony by reading the name of each employee.

III. VOLUNTEERS

Volunteers are an essential resource for most organizations, which is why volunteer appreciation is important. First and foremost, we all want volunteers to enjoy their experience and feel their efforts are appreciated. In the City of Pinole volunteers are utilized to assist staff at City Hall, Senior Center, Police Department, and other facilities. Volunteers contribute to the success of our programs. As such, to demonstrate the City's appreciation for and recognizing volunteer contributions to our organization, volunteers with one (1) year service and who are in good standing, will receive a Certificate of Appreciation in conjunction with the Years of Service ceremony.

IV. COMMISSIONERS

Commissioners are an essential resource for most organizations. As such, to demonstrate the City's appreciation for and recognizing commissioner contributions, the City will provide all commissioners in good standing who end their service to the City after serving the City for at least the previous four years with a Mayoral Proclamation at the first City Council meeting nearest to their end of service, or as soon thereafter as practical, Recognition of the commissioner will be reflected in the official Council meeting minutes.