



MEMORANDUM

Date: November 9, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress *APC*
City Manager

From: Bridget J. Flores *BJF*
Director of Human Resources

Subject: **Employee Service Awards**

Introduction

City Manager and Department Head recognition of employees' years of service at monthly City Commission meetings.

Background

Studies show that organizations providing special recognition of service anniversaries experience increase employee morale, engagement, productivity, and commitment. In recognition of dedicated service, full time employees receive awards for their years of service beginning in their fifth year of employment and at each 5-year interval.

Each month Human Resources will provide a list of recipients celebrating milestones and send an invitation to the employee and department head to attend the Commission meeting. Presentations will be made to employees during the morning session of the City Commission meeting. In June 2023, the City Manager tasked the Human Resource Director to update the current Service Award Program.

Procurement

The City Manager will budget for the anticipated milestone anniversaries in FY24, with Special Projects Personnel ordering and supporting Human Resources in distribution each year, and procurement of all challenge coins and plaques.

Recommendation

In August 2023, the Employee Committee and City Manager updated the recognition items:

Plaques for employees celebrating 5-years and 10-years of Service.
Acrylic Tower Award for employees celebrating 15-years and 20-years of Service.
Crystal Award for employees celebrating 25-years and 30-years of Service.

The City Manager's Office recommends approval of the following City Employees Service Award:

5-Years of Service

Erin Getchel

KWPD- Administrative Coordinator

Keshun Green

Community Services – Public Works

15-Years of Service

Officer Matthew Johnson

KWPD

Officer Jesse Young

KWPD

20-Years of Service

Bolivar Iguales

Utilities – Transfer Station Operations