



ADMINISTRATIVE REGULATION

Office of the City Administrator

Number 104
Sections 1 - 9
Effective Date Sept. 03, 2002

SUBJECT: Employee Awards Program

1. Purpose:

- 1.1. To provide meaningful recognition to city employees for their dedicated service to the City of Huntington Beach;
- 1.2. To assure that all employees have an opportunity to be recognized for their years of service;
- 1.3. To provide an opportunity to recognize innovative ideas of special merit developed by city employees, and;
- 1.4. In general to motivate and improve the morale of city employees through a recognition program.

2. Authority: Charter of the City of Huntington Beach, Section 401.

3. Definition:

- 3.1. "City" means the City of Huntington Beach.

4. Application: This Administrative Regulation applies to all employees of the city.

5. Responsibilities:

- 5.1. The City Administrator or his designee shall have responsibility for initiating and implementing this Employee Awards Program.
- 5.2. The Human Resources Division shall be responsible for arrangements for all presentations. The Human Resources Division may call upon the City Administrator, and/or the Mayor and Council Members for assistance.
- 5.3. Department heads are encouraged to attend the Employee Awards Luncheon and should make every effort to be in attendance when one of their employees is receiving an award.
- 5.4. An award recipient's supervisor is also encouraged to attend the Employee Awards Luncheon.

6. Employee Awards Luncheon:

- 6.1. An Employee Awards Luncheon will be held twice each year in the Spring (generally April) and in the Fall (generally October) on a weekday.
- 6.2. The award recipients will be the guest of the city.
- 6.3. Additional guests (family members, or friends of the recipients) are welcome but will be expected to cover the cost for their lunch.

7. **Service Awards:** Employees will be recognized for years of service completed as follows:
- 7.1. 1 Year of Service: A 1-year City Service pin to be awarded by their department.
 - 7.2. 3 Years of service to the city: The employee will receive a 3-Year City Service pin to be awarded by their department.
 - 7.3. 5 Years of service to the city the employee will receive a 5-Year City Service pin to be awarded by their department.
 - 7.4. 10 years of service to the city the employee will be invited to an Employee Awards Luncheon, receive a City Service pin and a choice of a \$35 Commemorative Gift Selection **or** Surfer Medallion
 - 7.5. 15 years of service to the city the employee will be: invited to an Employee Awards Luncheon, receive a City Service pin, and a \$50 Commemorative Gift.
 - 7.6. 20 years of service to the city the employee will be invited to an Employee Awards Luncheon, receive a City service pin, and \$75 Commemorative Gift Selection.
 - 7.7. 25 years of service to the city the employee will be Invited to an Employee Awards Luncheon, receive a City service pin, and \$100 Commemorative Gift Selection.
 - 7.8. 30 years of service to the city the employee will be Invited to an Employee Awards Luncheon, receive a City Service pin and a choice of a \$300 Commemorative Gift Selection **or** a Surfer Statue
 - 7.9. For every 5 year increment of service beyond 30 years, the employee will be invited to an Employee Awards Luncheon, receive a City Service Pin, and a gift as deemed appropriate by the City Administrator.
 - 7.10. For all the categories listed in this section, gift selections will be made from a city designated provider.

8. **Employee Innovation Awards:**

Each year at the Employee Awards Luncheon held in the fall, awards will be presented to employees whose innovative ideas have been selected by the department heads as being of substantial or special merit. **(See AR 103)**

9. **Retirement:**

- 9.1. Upon retirement, the employee will be given a personalized gift as follows:
- 9.1.1 With completion of 15-19 years of service to the city, the employee will be allowed to select a commemorative gift of approximately \$50 in value from the city designated provider.
 - 9.1.2 After completion of 20-24 years of service to the city, the employee will be allowed to select a commemorative gift of \$110 in value from the city designated provider.
 - 9.1.3 After completion of 25-29 years of service to the city, the employee will be allowed to select a commemorative gift of approximately \$150 in value from the city designated provider.
 - 9.1.4 After completion of 30 or more years of service to the city, the employee will be allowed to select a commemorative gift of approximately \$170 in value from the city designated provider.

10. General Guidelines:

- 10.1. In order to assure timely receipt of a retirement gift, retirees should provide notification of retirement to Personnel 60 days in advance of retirement.
- 10.2. In order to make the service award as personal and meaningful as possible to the individual, every effort will be made to provide employees with options in the selection of their commemorative gift.
- 10.3. When feasible, photos will be taken of the presentations. These may be used for a news release.

Ray Silver, City Administrator

RS:PAD