

RESOLUTION 2014-029
A RESOLUTION RE-ADOPTING AN EMPLOYEE RECOGNITION PROGRAM

WHEREAS, on February 7, 1994 a resolution was adopted to establish an Employee Recognition Program to recognize career employees of the City; and

WHEREAS, on March 4, 1996 a resolution was adopted to amend the maximum amount allowed for said Employee Recognition Program; and

WHEREAS, the City wants to continue recognizing its employees for their commitment to the City of Rapid City and its citizens; and

WHEREAS, the impact of funding an Employee Recognition Program will be minimal and will require no specific increase in departmental budgets:

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Rapid City that the following program be adopted:

CITY OF RAPID CITY, SOUTH DAKOTA
EMPLOYEE RECOGNITION PROGRAM

SCOPE AND PURPOSE: The City of Rapid City hereby establishes an Employee Recognition Program to provide Council authorization and departmental consistency in recognition of career employees of the City.

PROGRAM FUNDING: The impact of funding the Employee Recognition Program will be minimal and will require no specific increase in departmental budgets.

PROGRAM DESIGN: The Employee Recognition Program shall be divided into three categories: 1) Retirement; 2) Length of Service; 3) Individual Achievement. Costs of the program will be paid by the honoree's department.

RETIREMENT RECOGNITION: To be eligible for retirement recognition, the employee must have reached the normal retirement age recognized by the South Dakota Retirement System (SDRS) or retire due to medical disability under the SDRS. He/She must also have been employed by the City for a minimum of 20 years for a normal retirement and for a minimum of 10 years for a medical disability retirement. The costs for this recognition may not exceed \$500 per employee. A retirement award may be presented to the retiree by the Mayor at a regularly scheduled meeting of the Rapid City Common Council. A uniformed employee may also receive the badge used by him/her during the course of City employment.

LENGTH OF SERVICE AWARD: All regular full-time and regular part-time employees of the City with the specified years of service shall be eligible to receive a length of service award. A total

of 2,080 continuous hours (40 hours) or 2,912 continuous hours (Fire shift) shall constitute one full year of service credit. Years of service for regular part-time employees will be prorated on the employee's normal schedule as compared to 2,080 hours. Authorized paid leave of absence shall not disrupt continuity of service credit. Eligibility is determined by length of service computed from the date of the beginning of his/her last continuous employment. Service awards recognizing twenty years of service and continuing at five year intervals will be formally presented to the employee by the Mayor at a regularly scheduled meeting of the Rapid City Common Council. The costs for this recognition shall not exceed \$50 per award.

INDIVIDUAL ACHIEVEMENT RECOGNITION: Individual awards may be given at the discretion of the department director for outstanding service by the employee to the department. The costs for this recognition may not exceed \$100 per award. A description of the award must be attached to the invoice. An employee may not receive more than one award per calendar year.

Dated this ____ day of March 2014.

CITY OF RAPID CITY

(SEAL)

Sam Kooiker, Mayor

ATTEST:

Pauline Sumption, Finance Officer