

CITY OF PORTSMOUTH
ADMINISTRATIVE PROGRAM

P5

September 2012

SUBJECT: Service Recognition Program

PURPOSE: To recognize an employee's years of service with the City of Portsmouth by awarding service pins and monetary awards.

ADMINISTRATION: The Director of Human Resource Management or her/his designee will coordinate the list of eligible employees, based on continuous service dates. Service awards are issued to City Department Heads in December of each year for distribution to their employees.

ELIGIBILITY: All regular employees of the City of Portsmouth and employees in Constitutional Offices who are full-time and have attained a minimum of five years of service are eligible for recognition in the Service Recognition Program, and every five years thereafter.

PRIOR CITY EMPLOYMENT: No credit will be given to an employee for previous City employment who is later re-employed with the City of Portsmouth, unless the City Manager has approved the reinstatement of the previous continuous service date.

CRITERIA FOR SERVICE AWARDS: Determination of service awards will be based on continuous service date of eligible employees. Employees must have attained five years of service. The service years recognized are based on the calendar year (January 1 - December 31), starting with the current year and counting back, i.e., December, 1993, to January, 1989.

Years of Service

Awards

5 years	Gold pin with years of service stamped into metal.
10 years	Gold pin with years of service stamped into metal and monetary award of \$50.
15 years	Gold pin with years of service stamped into metal and monetary award of \$50.
20 years	Recognition ceremony, gold pin with years of service stamped into metal and monetary award of \$75.

25 years	Recognition ceremony, gold pin with ruby and monetary award of \$75.
30 years	Recognition ceremony, gold pin with sapphire and monetary award of \$100.
35 years	Recognition ceremony, gold pin with emerald and monetary award of \$100.
40 years +	Recognition ceremony, gold pin with diamond and monetary award of \$100.