



Approved:

**City of Commerce, California  
Human Resources Policy and Procedure Manual**

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Director of Human Resources

*[Signature]*  
City Administrator

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Number: V-18 Effective Date: 02/03/2015

**SUBJECT: LENGTH OF SERVICE RECOGNITION POLICY**

**PURPOSE:**

To provide the guidelines for recognition of employees for their length of continuous service to the City of Commerce.

**APPLICABILITY:**

This Policy applies to all full-time and part-time employees.

**POLICY:**

The City of Commerce recognizes the importance of employee loyalty and dedication to the success of any effort. For this reason, employees of the City will be recognized for their length of service at intervals of five years, i.e., in the fifth year, the tenth year, the fifteenth year, etc. Whenever possible, this recognition is to occur within the first quarter of the calendar year and will recognize continuous service through December 31 of the prior calendar year.

**PROCEDURE:**

A. Human Resources Responsibilities:

1. Human Resources Staff shall monitor each employee's service record to insure that length of service may be retrieved in five-year increments and that a listing of employees eligible for length of service awards may be generated. Service time in a Temporary status shall be counted. Employees who separate employment and are reappointed to the same or a new position within one year shall maintain continuous service for purposes of this program.
2. Human Resources Staff shall notify applicable employees and each department of the names of employees eligible for awards for years of service and specify the years of service.
3. Funds permitting, the City will coordinate an annual Employees' Awards

Banquet to appropriately recognize employees for Length of Service Awards.

B. Responsibilities of Individual Department Directors:

Attend the award ceremony to present awards and speak about award recipients with 20 or more years of service.

C. Award Structure (the City reserves the right to change this structure at any time based on funding concerns or for any other reason):

Employees with the following designated number of years will receive:

- 5 years                      \$25 cash card
- 10 years                     \$100 cash card
- 15 years                    \$150 cash card
- 20 years                    \$250 cash card
- 25 years                    \$500 cash card
- 30 years                    \$750 cash card
- 35 years and up         \$1,000 cash card

In addition, all employees shall receive an appropriate service pin and certificate.