

CITY OF HAMILTON, OHIO

No. 345

ADMINISTRATIVE DIRECTIVE

Effective Date: 4-17-17

Approved by: Joshua A. Smith,
City Manager

SUBJECT: MILESTONE RECOGNITION PROGRAM

PURPOSE: The purpose of this policy is to establish guidelines for the City of Hamilton's Milestone Recognition Program.

REFERENCE: Section 181.37, City of Hamilton, Codified Ordinances.

1. Policy.

- a. This Administrative Directive shall apply to all City of Hamilton personnel. City of Hamilton employees who have reached at least 5 years of continuous service will qualify for the Milestone Recognition Program. Employees will receive recognition in 5 year increments starting at 5 years and ending at 35 years.

2. Definition.

- a. Continuous Service: means the employee has not had a break in service; begins once the employee has started full-time permanent employment.

3. Administration.

- a. The Department of Human Resources is responsible for:
 - i. Determining the Milestone Recognition Gifts within the set limits of Section 181.37.
 - ii. Working with Departments to distribute Milestone Recognition Gifts at appropriate intervals.
 - iii. Providing the City Clerk with monthly information of employees who have reached a milestone to share at City Council Meetings.
- b. Department Directors/Supervisors are responsible for:
 - i. Working with Human Resources to ensure that employees are recognized in a timely manner.