

## Selectboard

### Recognition Guidelines

**Purpose:** To encourage and provide guidance on the appropriate level of recognition for employees and volunteers. This is to show appreciation in its own right and to assist with recruitment and retention. It is also meant to help provide fairness and consistency.

**Pre-amble:** The Town of Stowe wants to recognize the contribution of our volunteers and employees for their service during their active service and retirement. We also want to be a caring organization that recognizes major milestones in their personal life without interfering with their personal privacy. Finally, we want to connect them to the caring of the larger organization of the Town of Stowe, not just the department for which the service was provided.

**Notification:** The department head or the benefits administrator should advise the Town Manager's Executive Assistant when a major life event occurs that is associated with their employment or otherwise (e.g. retirement, birth or adoption of a child, major illness of the employee or immediate family member, death of the person or immediate family member). The Executive Assistant or benefits administrator shall notify the Manager and the Manager shall notify the Selectboard as appropriate.

**Guidelines:** The following general guidelines shall be followed, unless otherwise decided by the Town Manager. The Executive Assistant shall make all purchases and shall consult with the department head on what may be most appropriate in accordance with these guidelines. Expenses shall be paid for out of the Manager's Administrative Contingency.

**Employment Anniversary:** Employees shall be recognized for each 5<sup>th</sup> year anniversary of employment with the Town of Stowe at the annual employee breakfast with a certificate.

**Public Official Retirement:** Any elected official, appointed official, or volunteer with less than ten years of honorable service shall be recognized when they leave a board or volunteer organization by receiving a letter from the Selectboard thanking them for their service. Anyone with over ten years of service shall receive a plaque from the Selectboard. Finally, any elected official, appointed official or volunteer with exemplary service to the community may be considered for an Annual Report dedication or other significant recognition as decided by the Selectboard.

Retiring Selectboard members shall receive a plaque at Annual Meeting in recognition of their service.

**Department Head Retirement:** A department head with ten or more years of good service or is not moving on to a job with another organization should be given a retirement party costing up to \$1,000 with employees and significant others invited to attend. Also, a gift of up to \$250 should be purchased and given to the department head. No alcohol, tobacco or illegal substances shall be purchased.

**Employee Retirement:** An employee retiring with ten or more years of good service or is not moving on to a job with another organization should be given a reception costing up to \$250 at

their place of work or at the Akeley Memorial Room with employees and significant others invited to attend. A gift up to \$100 should be purchased and given to the employee. No alcohol, tobacco or illegal substances shall be purchased.

**Major Illness:** A card should be sent to any employee or public official if they or an immediate family member (e.g. spouse, children) suffer from a major illness and may be sent a gift of up to \$50. The Town Manager may extend this to parents, brother / sister or anyone else if it is known that the employee is known to be extremely close to said person.

**Death:** A donation of \$50 to an apolitical non-profit as identified in the obituary or determined by the Town Manager in the deceased's name should be made in the event of a death of an active public official, employee or their immediate family member (e.g. spouse, partner, children). Alternatively, flowers up to \$50 may be sent to the deceased's family or funeral home.

**Birth or Adoption:** A card, flowers or gift up to \$50 in value should be given to the parents upon a birth or adoption.

**Civil Union or Marriage:** A card should be sent recognizing the union.

**Other Recognition:** Friends, Auxiliaries, or department's may also choose to recognize service or a major life event of a public official, volunteer or employee; but any expenditure over \$50 that is to be charged to the town budget shall be approved in advance by the Town Manager.