

 <p style="text-align: center;">ADMINISTRATIVE ORDER</p>	<p>Approved By:</p> <p><i>Minda S. Henkinich</i></p> <p>City Manager</p>	<p>No. #19</p>
	<p>Effective Date: Original 05/01/2008 Revised 09/01/2016 Revised 01/01/2023</p>	
<p>Subject: Recognition of Departing Employees</p>		

A. Purpose

The purpose of this administrative order is to recognize the service and contribution of departing employees to the organization.

B. Definition

"Departing Employee" is defined as a full-time employee who leaves employment with the City in Good Standing.

"Good Standing" requires that:

1. The Employee provided at least two weeks' notice in advance of separation, exclusive of vacation or other paid time off (unless the employee was unable to work for the two-week period prior to separation due to a serious medical condition as defined under the Family and Medical Leave Act);
2. The employee was not terminated by the City; and
3. The Employee did not resign to avoid termination proceedings.

The Human Resources Manager shall have the discretion to make the determination of "good standing" in all cases.

C. Tiers of Recognition

1. A Departing Employee with nine (9) years or less of full-time service can be recognized per their Department's discretion.
2. A Departing Employee with at least ten (10) years but less than twenty (20) years of full-time service to the City completed shall receive **Departmental Recognition**, as defined in Section D.
3. A Departing Employee with at least twenty (20) years but less than thirty (30) years of full-time service to the City completed shall receive **Organizational Recognition**, as defined in Section D.
4. A Departing Employee with at least thirty (30) years of full-time service to the City completed shall receive **City Council Recognition**, as defined in

Section D.

D. Types of Recognition

1. Departmental Recognition

- a. If desired by the Departing employee, the department that employs the Departing Employee shall host a social reception recognizing their accomplishments.
 - i. At a minimum, the social reception shall consist of refreshments and a gift of a value that totals \$10 for each year of service. A gift certificate may be used in place of the gift.
 - ii. City funds may be used for the purchase of the gift and up to \$100 for reception expenses.
 - iii. The receptions of a respective department should be fair and equitable in terms of content, location, gifts, and refreshments.
 - iv. The reception shall be scheduled so that a representative of the City Manager's Office can be in attendance to present the departing employee with a crystal piece.
- b. The Departing Employee may invite family members and friends to the social reception.
- c. An article that details the accomplishments of the Departing Employee shall be published in a subsequent edition of the City employee newsletter, *The Messenger*.
- d. The Departing Employee may opt out of the Departmental Recognition.

2. Organizational Recognition

- a. The Department that employs the Departing Employee shall host a social reception recognizing their accomplishments and inviting all City employees to attend.
 - i. At a minimum, the social reception shall consist of refreshments of up to \$100.00 and a gift of a value that totals \$10 for each year of service. A gift certificate may be utilized as the gift.
 - ii. The reception shall be scheduled so that the City Manager or a Representative and the Director of the employee's department

can be in attendance.

- iii. The Director of the department that employs the Departing Employee shall present the accomplishments of the Departing Employee to the assembled staff.
 - iv. The City Manager or Representative shall congratulate the Departing Employee and present the employee with a crystal piece along with a \$100 gift card chosen by the employee to a Highland Park business of their choosing.
- b. The Departing Employee may invite family members and friends to the organizational recognition event.
 - c. An article that details the accomplishments of the Departing Employee shall be published in a subsequent edition of the City employee newsletter, *The Messenger*.
 - d. The Departing Employee may opt out of the organizational recognition event.

3. City Council Recognition

- a. The Department that employs the Departing Employee shall host a social reception recognizing their accomplishments and inviting all City employees to attend.
 - i. At a minimum, the social reception shall consist of refreshments of up to \$100.00 and a gift of a value that totals \$10 for each year of service. A gift certificate may be utilized as the gift.
 - ii. The reception shall be scheduled so that the City Manager or a Representative and the Director of the employee's department can be in attendance.
 - iii. The Director of the department that employs the Departing Employee shall present the accomplishments of the Departing Employee to the assembled staff.
 - iv. The City Manager or Representative shall congratulate the Departing Employee. If the Departing Employee opts not to receive recognition at a City Council meeting as defined in section 3(b), the recognition gift as defined below will be presented by the City Manager or Representative at the social reception.

1. Departing Employees with at least thirty (30) years but less than forty (40) years of full-time service to the City shall receive a crystal piece along with a \$200 gift card chosen by the employee to a Highland Park business of their choosing.
2. Departing Employees with at least forty (40) years of full-time service to the City shall receive a crystal piece along with a \$300 gift card chosen by the employee to a Highland Park business of their choosing.

If the Departing Employee elects to receive recognition at a City Council meeting as outlined in Section 3(b), the recognition gift will be presented by the Mayor at the City Council meeting as outlined in section 3(b)(i).

- v. The Departing Employee may invite family members and friends to the organizational recognition event.
 - vi. The Departing Employee may opt out of the social reception.
- b. The City Council shall recognize the accomplishments of the Departing Employee during a City Council meeting.
- i. The Mayor shall detail the accomplishments of the Departing Employee to the audience and present the Departing Employee with the recognition gift, as defined in section 3(a)(iv).
 - ii. The Departing Employee will have the option of receiving a proclamation in their name.
 - iii. The Departing Employee may invite family members and friends to City council recognition event.
 - iv. The Departing Employee may opt out of City Council recognition.
- c. An article that details the accomplishments of the Departing Employee shall be published in a subsequent edition of the City employee newsletter, *The Messenger*.
- i. The Departing Employee may opt out of the City Employee newsletter article.

E. Responsibilities

1. The department of the Departing Employee shall be responsible for the following:
 - a. Hosting the social reception
 - b. Purchasing of Departmental gift or gift certificate
 - c. Producing a list of accomplishments by the Departing Employee
2. The City Manager's Office shall be responsible for the following:
 - a. Purchasing of the crystal piece and gift card
 - b. Arranging for City Council recognition
 - c. Producing an article for the City employee newsletter, *The Messenger*.