



Employee Handbook Section 6.15
Employee Recognition – VB approved 6-10-19

1. Employees shall receive recognition on the anniversary month of each 5 years of service (5, 10, 15, 20, etc.)
2. The employee will receive recognition in the Village newsletter, Village website, and will be recognized at a Village Board meeting.
3. The employee will receive a certificate signed by the Village President recognizing their years of service.
4. Additional Recognition Rewards shall be given:
 - a. 25 years of service \$200 gift card
 - b. 30 years of service \$300 gift card
 - c. 35 Years of service \$300 gift card
 - d. 40 Years of service \$300 gift card
5. Employees that are retiring with good performance evaluations will receive a Resolution of Commendation and a plaque.
6. Employees, Village Trustees, and Commission members will receive a certificate and recognition at a Village Board Meeting when leaving employment or service.