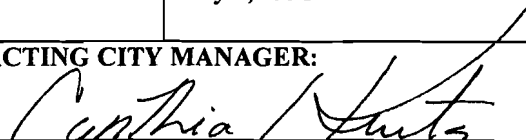
	<b>MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES</b>	<b>SECTION: 4.00</b> Employee Recognition
		<b>SUBJECT: 4.20</b> Service Awards
<b>SUPERSEDES:</b> August 15, 1992	<b>NEW EFFECTIVE DATE:</b> July 1, 1998	<b>PAGE 1 OF 1</b>
<b>APPROVED BY ACTING CITY MANAGER:</b> 		

I. Purpose:

The City appreciates and recognizes continuous, loyal service and presents 5, 10, 20, and 25 year Service awards to employees in recognition of this contribution to the City of Pasadena.

II. Policy and Guidelines:

- A. All employees who are classified as regular and full-time are eligible to receive the 5, 10, 20, and 25 year Service Awards, recognizing dedicated service to the City of Pasadena.
- B. The Human Resources Department shall maintain appropriate records and report to Department Heads, at the beginning of each fiscal year, a list of their employees who have achieved 5, 10, 20, and 25 years of service during the current calendar year.

The awards will be distributed to Department Heads along with the names of the employees who are the recipients. Human Resources will assist departments in determining the appropriate activity to honor, recognize and celebrate the longevity of their employees.

III. Responsibility:

- A. The Director of Human Resources is responsible for tracking of recipients, notification to the appropriate Department Head, and delivery of awards to the department.