

Reference:	Title:
Neb. Rev. Stat. §§ 13-2201 through 13-2204 Administrative Regulation 20: Expenses for Education, Training or Travel Adopted 1/26/22, 2B Service Recognition	Years of Service Recognition

I. PURPOSE

To enhance employee satisfaction, honor employees' dedication and loyalty to the City of Lincoln, and foster a culture of appreciation.

II. ELIGIBILITY

- A. Full-time and part-time regular or appointed employees whose work schedule is at least 20 hours per week.
- B. Probationary, temporary, seasonal, interns, or on-call employees are not eligible.

III. PROVISIONS

- A. An eligible employee's years of service anniversary date is recognized in **five-year** increments with a gift from the [City of Lincoln Webstore](#).
- B. Years of Service Award Levels:
 - 5-years \$25
 - 10-15 years \$50
 - 20-35 years \$75
 - 40-years + \$100
- C. Service recognition materials include a note card and a gift voucher, which can be redeemed for a gift from the City of Lincoln Webstore.
- D. If the gift an employee selects is less than the amount of the gift voucher or if the employee does not redeem the gift voucher, the employee will not receive any monetary value for the unused gift voucher.
- E. If the gift an employee selects exceeds the gift voucher amount, the employee is responsible for paying the difference.
- F. Gift vouchers expire within six months of being issued.

Human Resources Policy Bulletin
City of Lincoln

Number: 2024-5
Date: October 1, 2024

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IV. PROCEDURES

- A. HR will send the Department Head a note card and city store gift voucher to distribute to eligible employees at the end of each month for employees whose service anniversaries were reached in the previous month.
- B. The Department Head will distribute the service recognition materials to the eligible employee.
- C. Eligible employees may use the voucher to select a gift from the City of Lincoln Webstore.
- D. Once the employee orders a gift, the vendor will deliver the item(s) directly to the employee's department for delivery to the employee per the department's standard procedures.
- E. The City has the exclusive right to interpret this policy.


Barb McIntyre
Human Resources Director

9/30/2024
Date


Leirion Gaylor Baird
Mayor

10-1-2024
Date