

CITY OF BRANSON, MISSOURI
ADMINISTRATIVE RULES

RULE NUMBER 23 REFERENCING ARTICLE 16 OF THE HUMAN RESOURCES MANUAL

A RULE PERTAINING TO EMPLOYEE RETIREMENT AND ANNIVERSARY RECOGNITION

Section 1. General

The City of Branson is committed to the recognition of all its employees for their service to the city. Therefore, the City is implementing an Employee Retirement and Anniversary Recognition Program.

Section 2. Policies

A. Years of Service

- (1) The City of Branson will recognize years of service anniversaries for all full-time and part-time employees at each 5 year milestone.
- (2) A Gift Booklet and Years of Service Certificate signed by the Mayor and City Administrator will be presented to the employee during the City Administrator's monthly staff meeting. The employee's supervisor or department head will prepare a brief bio for the City Administrator to read during the presentation.
- (3) Employees with 20 or more years of service will be offered a reception. If the employee so chooses, the reception will be held in the employee's department and open to all City of Branson employees and guests of the recipient. The employee's department representative and the Assistant to the City Administrator will coordinate and announce the reception. The employee will receive a plaque signifying years of service which will be presented to the employee by the City Administrator, or designee, either during the reception or at another time if the employee chooses to opt out of having a reception.
- (4) The denominations for the gift booklets:

05 years: Certificate only	25 years: \$ 75.00
10 years: \$ 25.00	30 years: \$100.00
15 years: \$ 35.00	35 years: \$150.00
20 years: \$ 50.00	40 years: \$200.00

B. Retirements

- (1) Full-time and part-time employees who have 5 or more years of service and leave employment in good standing will be offered a reception. If the employee so

chooses, the retirement reception will be held in the employee's department and open to all City of Branson employees and guests of the recipient. The employee's department representative and the Assistant to the City Administrator will coordinate and announce the reception.

(2) A Gift Booklet and Years of Service certificate signed by the Mayor and City Administrator will be presented to the employee by the City Administrator, or designee, during the employee's reception. The employee's supervisor or department head will prepare a brief bio for the City Administrator to read during the presentation. Employees with 20 or more years of service will receive a plaque signifying years of service.

(3) The denominations for the gift booklets:

05 - 09 years: \$ 25.00	20 - 24 years: \$100.00
10 - 14 years: \$ 50.00	25 - 29 years: \$150.00
15 - 19 years: \$ 75.00	30 or more years: \$200.00

C. If the employee celebrating a years of service milestone has also announced their retirement, only one reception, plaque, and gift booklet will be given.