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Employee Service Recognition Award Program		
Authority:	Shorewood Village Board	

The Village Board is adopting Policy No. 12 for the purpose of setting guidelines for the recognition and award of employee service.

- The Employee Service Recognition award program will be coordinated by the Manager's Office or its designee.
- Employee Service Recognition award program will be held annually each August unless otherwise determined.
- Employee years of service will be recognized in five (5) year increments of 5, 10, 15, 20, 25, 30, 35 and so forth.
- Length of service awards will be a monetary gift of five dollars (\$5)* for each year of service, awarded in five-year increments.

*Amount subject to change at discretion of Village Manager and with approval of the Village Board**

or a gift certificate of equal value at a local (Shorewood) business

Shorewood

*Adopted January 1, 1991

*Revised September 8, 2014

*Adopted March 2, 2015