



STANDARD OPERATING GUIDELINE

ADMINISTRATION

RECOGNITION OF DEPARTING EMPLOYEES

Effective: 02/Jan/09

Revised: 29/Oct/2020

S.O.G. #: A-115

Page: 1 of 3



1. Objective

- 1.1. The purpose of this guideline is to establish procedures for recognizing departing employees for their service and contribution to the Department.

2. Responsibility

- 2.1. It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

3. Definition

- 3.1. "Departing Employee" is defined as a full-time employee who leaves employment with the City in a position of Good Standing.

- 3.2. "Good Standing" requires that:

- 3.2.1 The Employee provided at least 2 weeks' notice;
- 3.2.2 The Employee was not terminated by the City; and
- 3.2.3 The Employee did not resign to avoid termination proceedings.
- 3.2.4 The City's Human Resources Manager shall have discretion to make the determination of "Good Standing" in all cases.

- 3.3 Tiers of Recognition.

- 3.3.1 A Departing Employee with at least five (5) years, but less than fifteen (15) years, of full-time service to the City completed shall receive recognition as defined in Section 4.1.
- 3.3.2 A Departing Employee with at least fifteen (15) years, but less than twenty-five (25) years, of full-time service to the City completed shall receive recognition as defined in Sections 4.1 & 4.2.
- 3.3.3 A Departing Employee with at least twenty-five (25) years of full-time service to the City completed shall receive recognition as defined in Sections 4.1 & 4.3.

4. Types of Recognition.

- 4.1. A departing employee with at least five (5) years, but less than fifteen (15) years, of full time service to the City.

- 4.1.1 The Fire Department shall host a social reception recognizing the employee's accomplishments.

- 4.1.1.1 At a minimum, the social reception shall consist of a dessert (e.g., cake), refreshment (e.g., punch or soda), and a gift in an amount pursuant to City Administrative Order #19. A gift certificate may be utilized as the gift.

- 4.1.1.2 All receptions should be fair and equitable in terms of content, location, gifts, and refreshments.

- 4.1.1.3 The reception shall be scheduled so that a representative of the City Manager's Office can be in attendance.

- 4.1.2 The Departing Employee may opt out of the social reception.

- 4.1.3 The Departing Employee may invite family members and friends to the social reception.

- 4.2 A departing employee with at least fifteen (15) years, but less than twenty-five (25) years, of full-time service to the City.

- 4.2.1 A Department Recognition shall be held on the employee's last day of employment, if possible. All attending Department personnel shall dress in Class "A" uniforms. The Department Recognition shall consist of a ceremony held at the Fire Department in which the Fire Chief recognizes the Departing Employee's accomplishments, and presents him/her with gifts from the Department. The Highland Park



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Page: 2 of 3



Fire Department Honor Guard will post and retire the colors as part of the Department Recognition. Neighboring fire departments, City staff, and retired Highland Park firefighters will be invited to the Department Recognition ceremony.

- 4.2.2 A City Organizational Recognition event shall be held at the first employee recognition staff meeting scheduled following the announcement of retirement, subject to the availability of the Departing Employee.
 - 4.2.2.1 The Fire Chief shall present the accomplishments of the Departing Employee to the assembled staff and the City Manager will congratulate the Departing Employee. The City Manager will present a gift as provided in Administrative Order #19.
- 4.2.3 The Departing Employee may invite family members and friends to the Department and Organizational Recognition events.
- 4.2.4 The Departing Employee may opt out of the Department and/or Organizational Recognition events.
- 4.2.5 A framed picture that includes the Departing Employee, the Fire Chief, and the City Manager or designee shall be provided to the Departing Employee.
- 4.2.6 An article that details the accomplishments of the employee shall be published in a subsequent edition of *The Messenger* (the City employee newsletter).
- 4.3 A departing employee with at least twenty-five (25) years of full-time service to the City.
 - 4.3.1 A Department Recognition shall be held on the employees last day of employment, if possible. All attending Department personnel shall dress in Class "A" uniforms. The Department Recognition shall consist of a ceremony held at the Fire Department in which the Fire Chief recognizes the Departing Employee's accomplishments and presents him/her with gifts from the Department. The Highland Park Fire Department Honor Guard will post and retire the colors as part of the Department Recognition. Neighboring fire departments, City staff, and retired Highland Park firefighters will be invited to the Department Recognition ceremony.
 - 4.3.1.1 The Departing Employee shall have one extra event at the Department Recognition. This may include:
 - 4.3.1.1.1 Lowering and presentation of a U.S. Flag that flew over a fire station on his/her last day of employment.
 - 4.3.1.1.2 Riding the antique engine to the Department Recognition ceremony.
 - 4.3.1.1.3 Another event approved by the Fire Chief.
 - 4.3.1.2 An employee with more than 35 years of service may choose two such extra events.
 - 4.3.2 The City Council shall recognize the accomplishments of the Departing Employee during a City Council meeting.
 - 4.3.2.1 The Mayor will detail the accomplishments of the Departing Employee to the audience and present the Departing Employee with a recognition gift, as provided in Administrative Order #19.
 - 4.3.3 The Departing Employee may participate in a celebratory dinner at a Highland Park restaurant following the City Council presentation. The City shall contribute toward the dinner expense as provided in Administrative Order #19.
 - 4.3.4 The Departing Employee may opt out of the Department and/or City Council recognition and dinner.
 - 4.3.5 A press release shall be distributed by the City to the Pioneer Press that thanks the Departing Employee for his or her service and that details the accomplishments of the Departing Employee.
 - 4.3.6 Articles that detail the accomplishments of the employee shall be published in subsequent editions of *The Messenger* (the City employee newsletter) and *The Highlander* (City resident newsletter).



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Page: 3 of 3



4.3.7 A congratulatory message to the Departing Employee shall be placed on the City website and on the Channel 10 electronic bulletin board.

5 Reference

5.1 City of Highland Park Administrative Order #19-Recognition of Retiring Employees.

Approved:  Fire Chief