



City of New Hope, Minnesota
Employee Service Recognition

Policy

The city will provide gift cards in recognition of service to employees every five years and upon PERA-eligible retirement with at least five years of service as outlined in the tables below.

Active employees will be recognized at an annual employee service recognition event, retirees at a retirement celebration, if the employee so chooses a celebration.

Guidelines & Procedures

Eligible employees include all regular full- and part-time employees of the city. Human resources will be responsible for the coordination of the selection and purchase of the gift cards.

For active employees, at the annual employee service recognition event, gift cards will be accompanied by a certificate of appreciation.

For retiring employees, the retirement celebration will be planned at the direction of the retiring employee's department head. The type, time and location of the celebration will be determined after consultation with the retiree.

Years of Service	Active*	Retiring
5- 9	\$25	\$25
10 – 14	\$50	\$50
15 – 19	\$75	\$100
20 – 24	\$100	\$150
25 – 29	\$125	\$400
30 plus	\$150	\$500

*Awarded every five years, including after 30 years.

Exceptions to the policy may be granted by the city manager.

Policy Maintenance

Approved by *New Hope Management Team* on 2/26/2021, effective 1/1/2022

Review cycle: *Every 5 years* – Next due 2/26/2026