

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	2-6
		Original Adoption	02-09-1987
		Revision #	7
		Last revision date	May 2012
Section Title	Benefits		
Subject	Employee Service Appreciation Program		

The Employee Appreciation Program recognizes all tenured City employees for their dedication and service to the City of Helena.

Eligibility Requirements for service awards

Individuals who are currently employed at the time of the yearly program or retired during the previous year and who have completed five (5) years of continuous service during the previous year. Service awards will then be given for every five (5) years of continuous service until retirement. Previous City of Helena employment prior to a break in service or work with other government entities will not be counted as eligible time for awards purposes.

Presentation of Awards

A special program will be held each year in appreciation of employee service and to present service awards to employees. Other special awards, such as Special Recognition, Employee Suggestions, and Safety Suggestion, may be presented at this time also. The Human Resources Office is responsible for certifying creditable time and arranging for the Awards Program each year.