



Department of Public Works and Engineering

Service Awards Policy No. 3-33

Policy Statement

The Department of Public Works and Engineering recognizes the value that its experienced employees bring to its success in serving the citizens of Houston. Therefore, the department has developed an employee recognition program to recognize years of service.

Purpose

To recognize long and faithful service to the City and the department by presenting service awards to eligible employees in accordance with the guidelines set forth below.

Scope

This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.

Guidelines

According to City of Houston Policy 205, dated February 14, 1985, all permanent full-time and part-time employees shall receive a service award (i.e. certificate, jewelry item, desk accessory, etc.) upon completion of five years of continuous service and at the end of every five (5) years of continuous service thereafter.

1. Due to the size of the department's workforce and overlapping anniversary dates, awards will be presented to the individual employee at an annual awards ceremony.
2. Service awards to employees with twenty-five years of service or less shall be presented by the director. Service awards to employees with thirty or more years of service shall be presented by the Mayor of the City of Houston.
3. The Human Resources Department shall be responsible for identifying those employees to be honored and for the ordering of awards.

Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to corrective action.

Approved:

John A. Rudick

Date Approved:

3/13/17

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All policies are subject to amendment. It is the employee's responsibility to refer to the Department of Public Works and Engineering's intranet site for the official, most recent version. Individuals printing a copy of this policy are responsible for ensuring that revisions to the document have not been issued since it was printed.

Attachments

Attachments	Title
N/A	

Revision History

Rev.	Revision Date	Modified by	Description
01	03/13/17	DO/MSB	New Format