Employee Service Awards for Retirement and Employee Recognition Programs MTAS Library Survey June 2010



Contacts	Does your city have an employee recognition program?	If so, could you describe the program or send a description of the program?	Does your city have a service award program for retiring?	If so, could you describe the program or send a description of the program?
Alcoa Melissa Thompson HR Director (865) 380-4753 mthompson@cityofalcoa-tn.gov	Yes	There is a banquet in December that honors the "milestone" employees (5, 10, 15, 20 years)	Yes	A retirement banquet is given and the individual receives a plaque
Camden Phyllis Woodward City Recorder (731) 584-4656 pwoodward1@bellsouth.net	Yes	After 20 years of service a certificate is given in person's honor	Yes	A certificate is given and also a savings bond depending on years of service
Centerville Tammy Smith HR Director (931) 729-4246 tsmith@centervilletn.org	Yes, within departments	Specific departments do certain things. For example, the Police Dept does things for their employees	Yes	Depending on the years of service, they receive \$10 per year of service and a dinner is given in their honor
Coopertown Rhonda Bogard City Recorder (615) 382-4470 recorder@coopertowntn.org	No	There is nothing official	No	
Etowah Margaret Cheek HR Director (423) 263-2202 cheek@cityofetowahtn.com	No		No	

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Johnson City Kevin Bratton HR Director (423) 434-6016	Yes	The city used to have an employee award per person, per month; now it is a team award every month. Annually there is a banquet given honoring those who have been working for the city for (5, 10, 15, 20+ years) A lapel pin and certificate are given	Yes	Depending on number of years of service a watch will be given.
Kingsport Barbara Duncan HR Director (423) 224-2448 duncan@ci.Kingsport.tn.us	Yes	Annual steps with performance reviews; awards can be given for tiers of service (employee picnic is thrown)	Yes	A watch is presented for amount of years of service
Hohenwald Sam Livingston City Administrator (931) 796-2231	Yes	Every 5 years of service a pin is given	Yes	A dinner is given in the person's honor and a gift will be given. The gift varies from person to person
Lafayette Annette Morgan City Recorder (615) 666-2194 amorgan@lafayettecityhall.org	No		No	

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Livingston Curtis Hayes City Recorder (931) 823-1269 Livingstoncityhall@comcast.net	No		No	
Madisonville* Ted Cagle City Recorder, Judge, HR Director (423) 442-9416 comad@bellsouth.net	Yes *see end of table for more details on service and holiday awards	Cash incentive is given to people each year they are employed and unused vacation and sick days carry over or double	Yes	Some proclamations are given and some gifts, watches for example after 30 years of service
Maryville Teresa Best HR Director (865) 273-3428 tabest@ci.maryville.tn.us	Yes	Service award program: starting at 5 years, receive \$10.00 every year of service, catered breakfast is thrown and awards are presented to employees by the city manager. The award itself is a certificate in a Lucite frame.	No	
Oneida Betty Matthews City Recorder, HR Director, Treasurer (423) 569-4295 rectres@highland.net	Yes	Each city department is responsible for their own employee recognition	No	

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Pigeon Forge Kathy Valentine HR Director (865) 453-9061 kvalentine@cityofpigeonforge.com	Yes	An award is given after 25 years of service. Examples could be a plaque, gift card, etc. It will differ depending on the person. The HR Director and the City Manager pick out the gift	Yes	There will be a dinner given in their honor and a gift will be given. The gift will again depend on the person. A VISA card is popular card.
Sevierville Kristi Inman HR Director (865) 453-5504 kinman@seviervilletn.org	Yes	Every employee receives a plaque for every 5 years of service	Yes	There is a retirement dinner give but no service reward
Unicoi Larry Rea City recorder (423) 743-7162	No	Would like to implement one though	No	

Madisonville details: Service awards

1-4 years of service \$100 5-9 years of service \$200 10-19 years of service \$300 20-29 years of service 30-plus years of service \$400 \$500

Plus unused sick days, up to 12 days

Vacation days up to 30 days
At Christmas, full and part time employees get a ham.

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