



Mayor & Village Board Standard Operating Procedure – No.004

Date Adopted: November 22, 2011
Date(s) Revised: January 8, 2013

Mayor and Village Board Standard Operating Procedure No. 004, having been first adopted by the Mayor and Village Board on November 22, 2011 shall:

1. Be updated on at least an annual basis;
2. Be administered by the Mayor and Village Administrator; and
3. Be a procedure for Recognizing Employee Anniversaries with the Village of Homer Glen.

Signed: _____

Date: January 29, 2015

PROCEDURE FOR RECOGNIZING STAFF MEMBER ANNIVERSARIES WITH THE VILLAGE OF HOMER GLEN

The policy below shall be the procedure for Recognizing Full-Time staff member anniversaries with the Village of Homer Glen. This recognition shall only be available to full-time staff members.

1. It shall be the policy of the Village of Homer Glen to recognize a staff member's 1st, 5th, 10th, 15th and 20th anniversary with the Village of Homer Glen.
2. Staff members who are celebrating their 1st, 5th, 10th, 15th and 20th anniversary shall receive a congratulatory letter thanking them for their service to the community. It is understood that this congratulatory letter shall be signed by both the Mayor and the Village Manager.
3. Staff members celebrating their 1st, 5th, 10th, 15th and 20th anniversary shall be invited to attend a Village Board meeting to receive congratulations for their service.
4. Staff members shall receive the following acknowledgements, listed below, for their 1st, 5th, 10th, 15th and 20th anniversaries. It is understood that the acknowledgement shall come in the form of a gift card, from a Homer Glen business.
 - 1st Anniversary – Village of Homer Glen pin.
 - 5th Anniversary – \$100 Homer Glen Business Gift Card
 - 10th Anniversary – \$150 Homer Glen Business Gift Card
 - 15th Anniversary – \$200 Homer Glen Business Gift Card
 - 20th Anniversary – \$250 Homer Glen Business Gift Card