



EXECUTIVE ORDER
EMPLOYEE SERVICE AND RECOGNITION PROGRAM

E.O. No.	1-55
Effective Date:	Upon Approval

1. PREFACE

It is the policy of the City of Houston (City) to recognize an employee's service to the City.

2. SCOPE

This policy applies to all City department and employees with full-time or part-time designations. This policy does not apply to contract or temporary employees.

3. DEFINITIONS

Department director: Head of the department.

Employee: Any full-time or part-time employee of the City.

4. GENERAL PROVISIONS

4.1. The Human Resources Department shall coordinate the Mayor's Employee Service and Recognition Program which shall include:

- 4.1.1. identifying employees to be recognized;
- 4.1.2. ordering necessary commemorative mementos (i.e., service pins, certificates, etc.); and
- 4.1.3. organizing the Mayor's Employee Service and Recognition Ceremony.

4.2. Employees shall be recognized for their service to the City beginning with at least the 5th year of completed service and in increments of at least five (5) years thereafter. Department directors shall ensure that employees who are being recognized for their service are presented with their mementos as soon as practicable.

4.3. Employees with at least thirty (30) or more years of service and in increments of five (5) years thereafter shall be recognized by the Mayor at the Mayor's Employee Service Recognition Ceremony.

4.4. Department directors may develop additional departmental employee service and recognition programs, at their discretion.

5. CONFLICT AND REPEAL

5.1. This order supersedes Mayor's Policy 205.00, Service Awards, signed on February 14, 1985, which shall be of no further force or effect.

Approved:

Handwritten signature of Sylvester Turner.

Date Approved:

3/8/18

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