

City Manager's Office
Administrative Order No: 025
Issued: 09/04

Approved by Marc S. Grisham
City Manager

Subject: Employee Letters of Commendation, Thanks or Recognition

Purpose: This policy outlines the distribution and acknowledgement of letters received from outside agencies and members of the public to recognize staff efforts.

Policy: All letters will be forwarded to the Human Resources Department for inclusion in the employee's personnel file. If a letter does not identify an employee by name, or refers only to a department, the Department Director or designee shall determine which staff member(s) was involved in the project for which recognition was received.

A copy of all letters will be forwarded to the City Manager for routing to the Mayor. The Mayor will be asked by the City Manager to read all letters and acknowledge the department(s) and employee(s) during the Council Remarks portion of an upcoming City Council meeting.