

Village of Avoca Recognition Policy

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| Policy: Recognition of Employees / Officials | | | | | | Policy #20 | |
| Effective: January 1, 2021 | | | | Author: Eric R. Tyner | | | |
| Approved by Board: | Mayor: | Trustee: | Trustee: | Trustee: | Trustee: | Filed: | Clerk: |

I. Purpose: To establish a standardized policy for the recognition of the Village of Avoca employees and officials, both elected and appointed, by the elected Avoca Village Board of Trustees. This policy to is standardize how all employees and officials are recognized upon separation of service from the Village of Avoca.

II. Policy: It shall be the policy that every employee or official, in good standing, who separates from service from the Village of Avoca, are covered under the following provisions set forth in this policy. This policy is being implemented to ensure all employees are recognized the same and without prejudice by the elected Village Officials of the Village of Avoca, upon separation from the Village of Avoca as set forth below, in appreciation for their service and dedication to serving the residents of the Village of Avoca.

III. Definitions:

A. Employees:

1. Any person in the employment of the Village of Avoca, either full-time or part time, hired under the provision of the State of New York.
2. Employees are further defined as receiving weekly, biweekly, or monthly compensation in the form of funds and/or benefits by the Village of Avoca.

B. Officials:

1. Any person who is appointed to a job description for the Village of Avoca, either elected or appointed, for the duties they are performing.
2. Officials may be compensated for the duties they are performing by funds or benefits, as provided for the job description they are occupying.
3. Certain officials may be occupying job description that do not receive any form of compensation, but shall also be covered by the provisions as outlined in this policy.

C. Village Board of Trustees:

1. These are the (5) members of the elected Board for the Village of Avoca to include the Mayor and the (4) Trustees.

D. Recognition:

1. The Village Board of Trustees shall officially and publicly recognize the contribution an individual employee or official has made to the Village of Avoca during a given time period. The level of recognition for an individual employee shall be governed by their time of service for that employee in an individual job description within the Village of Avoca.
2. The recognition to be bestowed on the individual employee or official shall be as follows:
 - a. No Recognition to be Bestowed - Under their Probationary Period or less than one term in office or in their appointed position.
 - b. Letter of Commendation – After the end of their Probationary Period or after completion or at least one term in office or appointed position. This Letter of Commendation shall be completed by the Mayor of the Village of Avoca and signed by the Mayor and the (4) duly elected Trustees for the Village of Avoca. See Attachment #1 to this policy.
 - c. Recognition Plaque / Award – As well as receiving the Letter of Commendation as outlined in (B) above, each employee or official shall receive a recognition plaque or award after completion of:
 1. At least 10 years of employment with the Village of Avoca;
 2. Completion of at least (2) terms of office for all appointed officials;
 3. Completion of one term in office for elected officials for the Village of Avoca.The cost of the above outlined recognition plaque or award presented by the Village Board of Trustees shall not exceed \$50.00.
 - d. In the event an employee or official has occupied or been employed in several job descriptions for the Village of Avoca, that person shall receive (1) Letter of Commendation and (1) Plaque or Award outlining all their positions and job descriptions for the Village of Avoca covering their entire tenure with the Village of Avoca.

IV. Procedure

- A. Once an employee or official for the Village of Avoca has completed their term of office or appointment, or have filed their intention to leave their employment with the Village of Avoca, the following procedure for the recognition of that employee or official shall be followed:
 1. The Village Clerk, Trustee, or other Village of Avoca employee or official shall notify the Mayor that the employee or official in question is planning to vacate their job description or appointed position.
 2. The Mayor shall then personally meet with, or if unavailable, contact the employee or official leaving their affiliation with the Village of Avoca to discuss their tenure with the Village of Avoca and their official date that they are leaving their assigned position.
 3. Once the written Notice of Resignation is received by the Village Clerk, the Mayor or his designee shall secure from the Village Clerk the dates of service in each job description the individual employee has occupied during

their tenure with the Village Avoca, and order the appropriate recognition plaque or award to be presented to that person.

4. At the same time as outlined in (3) above, the Mayor or his designee shall draft the Letter of Commendation for that employee or official with the dates of service in each job description the individual employee has occupied during their tenure with the Village Avoca.
- B. Once the ordered Plaque or Award has been received by the Village of Avoca, the Mayor shall draft a letter to be sent to the address of the former employee or official requesting their attendance at the next Village Board Meeting for the presentation and recognition of their service and commitment to the residents of the Village of Avoca.
- C. Once the letter is received and the former employee or official has made contact with the Village Clerk, the presentation shall be completed as outlined below. In the event the former employee or official has declined to be presented the recognition as outlined above, the Village Clerk will mail the recognition letter and/or plaque or award to the former employee at their last known address.

V. Presentation

- A. The presentation of the Letter of Commendation and Plaque or Award to the former employee or official of the Village of Avoca shall be done publicly (unless declined by the former employee or official) at the regular Monthly Village Board of Trustees Meeting for the Village of Avoca.
- B. The Mayor shall add to his/her monthly Agenda the Presentation of the Recognition immediately after the Calling to Order and Pledge of Allegiance has been completed.
- C. At the Monthly Village Board of Trustees Meeting, the Mayor or his/her designee, shall invite the former employee or official to the front of the Board Room and read the Letter of Commendation into the official minutes of the meeting and present the plaque or award. At this time, each Trustee will have time to speak, as well as the former employee or official who is now in receipt of the Letter of Commendation and the Plaque or Award outlining their contribution to the residents of the Village of Avoca

VI. Exceptions

- A. The following employees or officials who separate from employment or service with the Village of Avoca, are exempt from the provisions of this policy:
 1. Employee who does not complete their Probationary Period or at least their first term of office or appointment with the Village of Avoca.
 2. Employees who separate from service with the Village of Avoca who are not in good standing with the Village of Avoca. These persons can be described as, but not inclusive, of the following:
 - a. Employees who leave without providing the required 2 weeks-notice.

- b. Officials, either elected or appointed, who separate from service with the Village of Avoca without communication or filing of their written Notice of Resignation from their elected or appointed position before the conclusion of their term of office.
 - c. Employees or officials who separate from service with the Village of Avoca, due to either an internal or external investigation being conducted into alleged wrongdoing with their job description for the Village of Avoca.
3. Members of the Avoca Hose Company and /or Avoca Fire Department, who are recognized by the Avoca Hose Company and/or Fire Department, for their service and dedication through that organization to the residents of the Village of Avoca. This shall not include those members of the Avoca Hose Company and/or Fire Department, such as the Fire Chief or Ambulance Captain, who are not officially recognized by that organization.