



# POLICY AND PROCEDURE MEMO

SUBJECT: LENGTH OF SERVICE GIFT POLICY

NO. 2.019

DATE: Revised 12/20/22

DocuSigned by:

Blaine Cox  
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CITY MANAGER

## I. STATEMENT:

It is the practice of the City of Rochester to recognize employees at the time of their retirement or separation for their performance of duties and length of service. In recognition of their valuable contributions to the city, employees are offered the following gift programs.

## II. RETIREMENT OR SEPARATION

### Full-time Employees

Full-time employees retiring with **10 years** of service, gift value not to exceed \$250, one of the following:

- Granite Awards; New Hampshire or Old Man of the Mountains  
<https://eagawards.com/search?type=product&q=granite>
- Gift Choice from Snappy.com

Full-time employees separating or retiring with **15 or more years of service**, gift value not to exceed \$350, one of the following:

- Gift Choice from Snappy.com
- Granite Awards; New Hampshire or Old Man of the Mountains  
<https://eagawards.com/search?type=product&q=granite>
- New Hampshire Clocks; Windham, Jefferson, or Winchester  
<https://www.nhclocks.com/>

Full-time employees separating or retiring with **25 or more years** of service, gift value not to exceed \$500, one of the following:

- Gift choice from Snappy.com
- Standard Heritage Lamp [Heritage Lamps | Standard Chair of Gardner | College Chairs](#)
- New Hampshire Clocks Columbia, Danbury, or Lincoln  
<https://www.nhclocks.com/>
- Granite Awards; New Hampshire or Old Man of the Mountains  
<https://eagawards.com/search?type=product&q=granite>

### Part-time Employees

Part-time employees separating or retiring with **15 or more years of service**, gift value not to exceed \$350, one of the following:

- Gift Choice from Snappy.com





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- Granite Awards; New Hampshire or Old Man of the Mountains  
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Departments may request to upgrade gift. With the approval of the City Manager, this may be done with individual contributions (not City funds).

End of Service celebrations/ parties are allowed to occur in the workplace during business hours provided city services are not interrupted and City funds are not used to fund the event, such as for food, decorations, gifts, party favors, etc.

If the separating/ retiring employee wishes to retain any City issued gear, clothing, etc., the supervisor must seek approval in writing from the City Manager. Technology items, such as computers, cellphones, computer tablets and city cellphone numbers are specifically not allowed to be retained.

### III. MILESTONE ANNIVERSARIES

Salute to Service, a city-wide recognition program for employees celebrating milestone anniversaries beginning at 10 years of continuous regular part-time or full-time service, and continuing at 5-year increments, is administered annually by the Department of Human Resources. Announcement for employees celebrating milestone anniversaries will be shared via the city website and Human Resources SharePoint page. Awards/ gifts to individuals by departments using city funds for length of service are not allowed.

**Service Awards** will be chosen from Snappy.com with the below gift value:

- 10 years of service: \$ 75.00
- 15 years of service: \$ 100.00
- 20 years of service: \$ 125.00
- 25 years of service: \$ 150.00
- 30 years of service: \$ 200.00
- 35 years of service: \$ 200.00
- 40 years of service: \$ 200.00

- END OF PROCEDURE -