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Subject: MSMEC Policy – Retirement Recognition and Years of Service Recognition Policy No.: 226

Replaces Board Policy No. 217

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Original Issue: 08-29-2017 Last Revised: 11-7-2022 Last Approved: 12-28-2022 Page 1 of 2

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**Cooperative Role and Responsibilities:** To set forth the basis for determining Service Awards and to recognize employees for their dedicated service to Mora-San Miguel Electric Cooperative, Inc. (herein referred to as the Cooperative)

**Policy:** It is the policy of the Cooperative to provide for special recognition of employees by implementing but not be limited to the following programs:

- Length of Service Recognition Program
- Retirement/Resignation Recognition Program

**Scope:** This policy applies to all employees of the Cooperative.

**Length of Service Recognition:** The Cooperative recognizes those employees who have completed five (5) year increments of service and believes the experience gained by the employee is beneficial to both the employee and the Cooperative.

- Employees who have completed five (5) year increments of service will be recognized during the annual Christmas party.
- Recognition will be given in the following manner:
  - Level I: 5 Years – Present with a certificate acknowledging 5 years of service and a \$50.00 cashier’s check
  - Level II: 10 Years – Present with a certificate acknowledging 10 years of service and a \$100.00 cashier’s check
  - Level III: 15 Years – Present with a certificate acknowledging 15 years of service and a \$150.00 cashier’s check
  - Level IV: 20 Years – Present with a certificate acknowledging 20 years of service and a \$200.00 cashier’s check.
  - Level V: 25 Years of Service – Present with a certificate acknowledging 25 years of service and a \$250.00 cashier’s check
  - Level VI: 30 Years of Service – Present with a certificate acknowledging 30 years of service and a \$300.00 cashier’s check
  - Level VII: 35+ Years of Service – Present with a certificate acknowledging 35 years of service and a \$350.00 cashier’s check
- Annual Recognition of Years of Service shall be presented to the Board of Trustees during the Board Meeting held in December of each year.
- Annual Recognitions and Awards shall be posted to the Enchantment and the Cooperative’s social media accounts so as to keep the members informed on employees’ years of service and accomplishments.

**Retirement/Resignation Recognition:** Employees who retire in good standing shall receive the following award based on their length of service

- Monetary Recognition
  - Employee with 5-20 years of service - \$150.00
  - Employee with 21-25 years of service - \$250.00
  - Employee retiring from service after 25 years - \$500.00
- Commemorative Recognition to those retiring
  - Plaque, clock, jewelry, buckles, etc. valued at no more than \$200.00
- Coordination and Presentation:
  - Recognition shall take place prior to the date of retirement and during a scheduled Cooperative event. (Not during working hours)
  - Retirement recognition shall be presented to the employee by the Chairman of the Board of Trustees or designee and shall be presented to the employee during a Cooperative event.

**Responsibility:** Human Resources shall be responsible for administering the program and present Years of Service and Retirement acknowledgement in appreciation on an annual basis for the Board of Trustees to Review. The General Manager/CEO shall be responsible for the overall enforcement of this policy.

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EFFECTIVE:

\_\_\_\_\_, Secretary

Date \_\_\_\_\_

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