



**VILLAGE OF PINEHURST
STANDARD PROCEDURE**

SUBJECT: Service Awards and Retirement Recognitions	Effective Date: 05/08/2012
Department: Human Resources	Policy No.: HR-116
Prepared by: Human Resources	Revised: 05/28/2024
Approved by: Village Council	# of Pages: 3

I. POLICY:

The Village of Pinehurst values the contributions, knowledge and experience of employees and recognizes the importance of honoring employee service. The purpose of this policy is to recognize and celebrate the dedication and hard work of those employees who reach service milestones or retire from the Village of Pinehurst.

II. ELIGIBILITY:

- A. Regular full-time and regular part-time employees are eligible for a service award in the year in which they complete 5, 10, 15, 20, 25, 30, 35, and 40 years of service with the Village of Pinehurst.
- B. Employees must be eligible and apply for retirement benefits under the North Carolina Retirement System and have at least five years of full-time service with the Village of Pinehurst, not including sick time, to be eligible for a retirement gift and/or recognition. Employees who are injured in the line of duty and qualify for disability retirement will be handled outside the parameters of this policy.

III. DEFINITIONS:

- A. A regular full-time employee works at least 37.5 hours per week.
- B. A regular part-time employee works at least 20 hours per week.

IV. PROCEDURE:

- A. Service Awards: Employees will receive service awards when they complete the full-time service as defined in the Eligibility section. The award will be given in the paycheck that includes the service milestone. Eligible employees will receive a taxable monetary award according to the following schedule. Awards are subject to applicable withholdings and deductions.

5 years	\$250	25 years	\$1250
10 years	\$500	30 years	\$1500
15 years	\$750	35 years	\$1750
20 years	\$1000	40 years	\$2000

Only regular full-time and regular part-time service will be considered for service awards. Reserve, on-call, seasonal service will not be considered for service awards. If an employee is rehired, prior service will be considered for service awards. Employees will be recognized at the annual holiday luncheon in December.

- B. Retirement Recognitions: Department Directors will notify Human Resources of an employee’s pending retirement. Human Resources will work with the Department Director and the retiring employee to coordinate an appropriate celebration and the appropriate gift.

Eligible employees will receive a taxable monetary gift according to the following schedule. Gifts are subject to applicable withholdings and deductions.

10 years but less than 15 years	\$650
15 years but less than 25	\$1300
25 years or more	\$1500

Eligible employees with at least 25 years of service will also receive a Village-sponsored, celebratory meal or reception at a Village facility coordinated through Human Resources. Village employees, Council and the retiring employee’s immediate family will be invited. Additional people may be invited at the discretion of Human Resources.

Eligible employees with 5 years of service, but less than 25 years will receive a Village-sponsored reception coordinated through Human Resources.

Additional celebrations or gifts, departmental or otherwise, cannot be paid for with Village funds.

V. PUBLIC SAFETY:

The Village of Pinehurst recognizes the bravery and dedication of the public safety employees serving in the Pinehurst Police Department and Pinehurst Fire Department. In addition to the retirement gifts listed above, public safety employees may be awarded the gifts listed below.

- A. NCGS 20-187.2 authorizes the Village Council to award, upon request, a retiring law enforcement officer, or a surviving relative of an officer, the basic service side arm, no

attachments, and badge of the officer at a price determined by the governing body. This policy sets the price for qualifying awards of basic side arms to retiring law enforcement officers at one dollar.

The law enforcement officer must have at least 10 years of service with the Village of Pinehurst to be eligible for this benefit. If the retiring officer has at least 5 years of service, but less than 10 years, the officer will have the option to purchase the service side arm for \$300. The retiring employee must follow all provisions of the statute and other applicable laws.

- B. NCGS 160A-294.1 authorizes the Village Council to award, upon request, a retiring firefighter or a surviving relative of the firefighter, the fire helmet of the firefighter at a price determined by the governing body. This policy sets the price for qualifying awards of fire helmets to retiring firefighters at one dollar. The firefighter must have at least 10 years of service with the Village of Pinehurst to be eligible for this benefit. If the retiring firefighter has at least 5 years of service, but less than 10 years, the firefighter will have the option to purchase the helmet for \$200. The retiring employee must follow all provisions of the statute and other applicable laws.

Approved by:


Patrick Pizzella, Mayor

5/28/2024

Date

#24-22

Village Council, Resolution

5/28/2024

Date