

Council Meeting of  
August 12, 2008

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, CA

**Members of the Council:**

**SUBJECT: Human Resources – Approve enhancement to the Employee Service Recognition Program. Expenditure: \$6,440**

**RECOMMENDATION**

Recommendation of the Human Resources Director that City Council approve an enhancement to the Employee Service Recognition Program to include long-term part-time employees.

Funding

Funding is available in the Human Resources operating budget.

**BACKGROUND**

The Service Recognition Program is a vehicle to acknowledge employees for their valued service to the City and the role they play in the delivery of services to the community. Currently, the program recognizes full-time employees for their tenure beginning with the fifth year of service and at every five years of their career thereafter.

On June 17, 2008, Council authorized the annual purchase order for the purchase of service award items for FY 2008-2009. During the meeting, Jeannie Moorman, President of TME-AFSCME, inquired about the possibility of including part-time employees who work on a regular and consistent basis. As a result, Council directed staff to explore the feasibility and develop criteria that would allow long-term part-time employees to participate in the program.

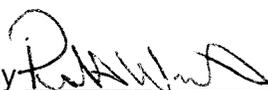
**ANALYSIS**

The Service Recognition Program is comprised of two components: Employee Service Awards and the annual Employee Recognition Dinner. When an employee reaches an anniversary milestone he or she is eligible to select a service award item as a token reminder of the City's appreciation for their service. Additionally, those employees and a guest are invited to attend the annual employee recognition dinner to celebrate their achievement.

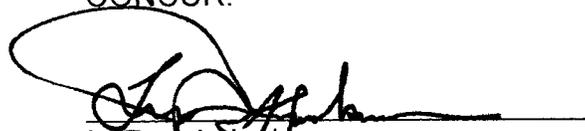
Approval of this item will allow part-time employees to participate in the program beginning with the tenth year of service, and at every five years thereafter, provided they meet certain service criteria. To be eligible, these part-time employees will have to demonstrate they have regularly worked a minimum of 494 hours per year in each of the four years prior to their anniversary date. The 494 hours is equivalent to working 19 hours a week for six months. For example, eligible recipients for the calendar year 2008 must have worked at least 494 hours in each year for 2004, 2005, 2006 & 2007. Staff analyzed the current part-time employee workforce and identified 18 employees who will be eligible to participate in this year's program. The years of service for these employees ranged from 10 to 30 years.

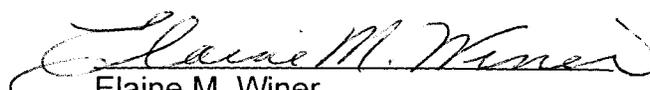
Respectfully submitted,

ELAINE M. WINER  
Human Resources Director

By   
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Robert Weinmeister  
Senior Human Resources Analyst

CONCUR:

  
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LeRoy J. Jackson  
City Manager

  
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Elaine M. Winer  
Human Resources Director