

Village of Bloomingdale Administrative Policy

Title: Employee & Public Relations
Chapter: Recognition & Acknowledgement
Policy Number: 6.2
Creation Date: October 22, 2012
Issued By: Village Administrator
Approved By: Village Board
Last Revised: 9-1-2017, 7/21/2021

I. Purpose

The Village has employed long-standing informal policies to provides gifts of acknowledgement to employees, elected officials and commission members, and to volunteer workers and organizations serving the community, on certain occasions to recognize personal, family, and community events. The informal policies are to be replaced by this written policy.

II. Definition

- A. Employee includes all current regular full or part-time employees of the Village.
- B. Elected Official includes the Village President, Clerk, and Trustees.
- C. Commission Member includes current members of certain appointed Village Boards or Commissions.
 - 1. Board of Fire & Police Commission;
 - 2. Plan Commission & Zoning Board of Appeals;
 - 3. Police Pension Board
- D. Volunteer Worker includes individuals who perform regular and ongoing service to a Village Department, such as the Police Department Senior Volunteers.
- E. Volunteer Organizations include all bona fide Bloomingdale-based nonprofit, religious, charitable, labor, business, fraternal, educational or veterans' organizations that operate without profit to their members, and provide service to Village residents and businesses.

Village of Bloomingdale Administrative Policy

III. Recognition & Acknowledgement Eligibility

A. Service Awards

In recognition for committed years of service to the Village, regular employees will be presented with service anniversary awards, with the value of said award being based on years of service as presented below.

1. 5 Years: \$30.00
2. 10 Years: \$50.00
3. 15 Years: \$75.00
4. 20 Years: \$100.00
5. 25 Years: \$150.00
6. 30 Years: \$200.00
7. 35 Years: \$250.00

B. Retirement

In recognition of the many years of dedicated service to the Village, upon retirement of an employee eligible to receive a pension from the Village, or an elected official who has completed four (4) or more years of service, the Village will present said employee/elected official with a plaque, or other appropriate memento. The value of which shall not exceed \$100.00

C. Funerals

1. A floral arrangement, or a donation to a charity requested by the family of the deceased, will be sent by the Village upon the death of a regular employee, elected official, commission member, or volunteer worker; upon the death of commission member or volunteer worker's spouse or child, or upon the death of an employee's or elected official's immediate family member. For purpose of this section, immediate family members include: spouse, parent (including in-laws), child (including step), and sibling.
2. The maximum cost to be spent on a floral arrangement, or a charitable donation as described in C.1., is:
 - a. \$250.00 for a current employee or elected official.
 - b. \$150.00 for spouse or child of a current employee or elected official
 - c. \$100.00 for a volunteer, current seasonal employee or commission member and for their spouse or child, or for all other immediate family members of an employee or elected official.

Village of Bloomingdale Administrative Policy

D. Illness

1. A floral arrangement will be sent by the Village when a regular employee, elected official, commission member, or volunteer worker; or when the spouse or child (living at home) of an employee, volunteer worker or elected official incurs a significant illness/injury, typically, one that results in a hospital stay or an anticipated convalescence of ten (10) or more days.
2. The maximum cost to be spent on a floral arrangement is \$85.00 and may also be spent on items more suitable for a unique situation, (i.e. cookie gram, balloons, edible arrangement, etc.).

E. Birth/Adoption of a Child

1. A floral arrangement will be sent by the Village when a regular or elected official welcomes a new child into their home through birth or adoption.
2. The maximum cost to be spent on a floral arrangement is \$65.00, and may also be spent on other related items for unique situations, (i.e. cookie gram, balloons, edible arrangement, etc.).

F. Golf Certificates

As a “good will” gesture, and as a way of promoting and marketing the Village’s golf facility, subject to review and approval of the Village President and Village Administrator, acting together, the Village may provide a Bloomingdale-based volunteer organization serving the community with a complimentary gift certificate, subject to the following limitations:

1. Typically, only one (1) round of 18 hole golf for two (2) with a cart is permitted; however, this may be expanded to one (1) round of 18 hole golf for four (4) with two (2) carts.
2. Typically, no more than one (1) golf certificate per volunteer organization event per year is permitted; however, additional golf certificates may be issued for a second volunteer organization event within the same year, provided said event accommodates a community-wide purpose, or under unique circumstances.
3. The Executive Assistant to the Village President will maintain a log of golf certificates issued on an annual basis.

Village of Bloomingdale Administrative Policy

IV. Purchasing Guidelines

- A. The Assistant Village Administrator is responsible for placing the appropriate recognition and acknowledgement orders as outlined in Section III. A. & B.
- B. The maximum costs outlined in Section III. C D, & E., may, at times, be exceeded to accommodate additional delivery charges. Said recognition and acknowledgement purchases will be placed by the Executive Assistant to the Village President.
- C. Employees are not precluded from making individual donations towards the purchase of a gift to be sent to a co-worker, nor does this policy remove the discretion of the Village Administrator to deviate from the policy based on unique circumstances as they arise.