



ADMINISTRATIVE DIRECTIVE

Title: Employee Appreciation - Separation Gifts
Issuing Department: Human Resources
Effective Date: January 20, 2022
Approved: Terry Rozema, Town Manager
Type of Action: Revision

1.0 PURPOSE

The purpose of this directive is to provide guidelines for giving gifts to employees who separate from employment with the Town under specific circumstances.

2.0 DEPARTMENTS AFFECTED

All Town of Marana departments and employees

3.0 REFERENCES

[Reserved]

4.0 DEFINITION

Length of service: The employee's total length of service with the Town as a probationary and regular employee. For purposes of this directive, service need not be continuous in order to be included in the length of service calculation. If an employee separates from the Town and receives a separation gift in accordance with this AD and then subsequently returns to employment with the Town and separates again, the employee's previous years of service will be included in the calculation for their total years of service, but the employee will only be eligible to receive gifts that were not previously received (i.e. if the employee previously separated with 10-15 years and received a branding iron and returned to employment for an additional 1-5 five years and is now eligible for a 15-20 years separation gift, the employee will not receive a second branding iron but will be eligible to receive the other separation gift(s) noted based on their total years of service).

5.0 POLICIES AND PROCEDURES

5.1 Gifts. Except as otherwise set forth in this directive, employees who separate from employment with the Town with the specified length of service shall receive the following separation gifts:

Length of Service	Gift
10 – 15 years	Branding Iron
15 – 20 years	Branding Iron and Brick in MMC Courtyard
20 years or more	Branding Iron, Brick in MMC Courtyard, and Catalog Gift

5.2 Exceptions. Notwithstanding length of service, employees whose employment separation is due to any of the following circumstances, as determined by the Human Resources Director, are not eligible to receive separation gifts:

5.2.1 Involuntary termination

5.2.2 Resignation in lieu of termination

5.2.3 Resignation under inquiry

5.3 Budget Appropriation and Capacity. The provision of separation gifts as set forth in this directive is subject to any limitations imposed by the Town’s budget appropriations and capacity and the availability of funds. If the Town Council is unable to appropriate sufficient funds for the program, the Town shall be under no obligation to provide separation gifts to employees.

6.0 RESPONSIBILITIES

6.1 The Human Resources Department is responsible for the overall management and costs of the Town’s employee appreciation program, including separation gifts.

6.2 The Human Resources Department shall order separation gifts and coordinate presentation of gifts to the employee with the employee’s department.

7.0 ATTACHMENTS

7.1 None

REVISION HISTORY

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	2/7/18
REV	Revision	1/20/22

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