



CITY OF BEND

Employee Recognition

Policy No. FIN-0201

City Manager Administrative Policy

Bend Code Chapter 1.30.005 provides for 'City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.' All regulations, policies and guidelines adopted by the City Manager shall be consistent with the City of Bend Charter, the Bend Code, and council ordinances.

The following policy conforms to the above stated standards.

Authorized by City Manager:

DocuSigned by:

Eric King

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Eric King, City Manager

Reviewed by Legal Counsel:

Signed by:

Ian Leitheiser

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Ian Leitheiser, City Attorney

Dated: 8/5/2025

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Policy No. FIN-0201

Adopted: 08/04/2025

Owner: Finance Department; Chief Financial Officer

Revised:

Revision No.

I. Purpose

The City acknowledges the importance of recognizing and celebrating employee accomplishments and retirements. The purpose of this policy is to establish guidelines for employees to determine appropriate expenses that may be paid for by the City related to employee recognition.

II. Policy Statement

The City of Bend allows for expenses related to employee recognition in the amount of \$25 per employee per fiscal year for department appreciation events and up to \$25 per employee per fiscal year for employee recognition items within a department's approved budget. The City allows for recognition events for employees departing the City within a department's approved budget. Additionally, the City allows for gifts of appreciation not to exceed \$150 for departing employees, and gifts of nominal value for departing advisory body members.

III. Scope

This policy applies to all City of Bend employees and volunteers.

IV. Policy Terms & Provisions

A. City-wide Employee Recognition Events

Only the City Manager may approve a city-wide recognition event that incurs expenses, including the purchase of meals for employees.

B. Department Employee Recognition Events

Department Heads may approve the expenditure of City funds to recognize staff for an outstanding achievement. Food purchases for department-specific recognition should be kept to snacks and refreshments. Additionally, Department Heads may also approve expenditures for department-wide meals (e.g., breakfast or lunch) to recognize the hard work of that department's staff. Such expenditures must be within the department's approved budget with expenses limited to \$25 per person, per fiscal year.

C. Employee Recognition Items

Department Heads may purchase an item for employee recognition up to \$25 per employee per fiscal year. Employee appreciation/recognition awards must not be in the form of cash, gift cards or gift certificates.

D. Volunteer Recognition Events and Items

Recognizing the invaluable contributions of volunteers to the City's well-being helps foster a vibrant community. Not more than annually, Department Heads may purchase a small token of appreciation of nominal value and/or host an event that includes the purchase of meals to recognize the important contributions of their volunteers. The City may provide a small token of appreciation of nominal value upon an advisory board member's completion of their appointed term.

E. Departing Employee Celebrations

Department Heads may approve the expenditure of City funds to recognize the retirement or departure of a long-term staff member from City employment. Expenditures for department-specific recognition should be kept to purchases of snacks and refreshments; however, a breakfast or lunch may be provided for exceptional service and the individual's tenure and/or impact to the City. A gift of appreciation may also be provided and should be limited to not more than \$150 of City funds. Employees are welcome to take up a collection to contribute towards a gift exceeding \$150.



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You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please contact City Manager's Office at communications@bendoregon.gov or (541) 388-5505. Relay Users Dial 7-1-1.



Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto con City Manager's Office en communications@bendoregon.gov o (541) 388-5505. Los usuarios del servicio de retransmisión deben marcar el 7-1-1.