



City of Bozeman Employee Appreciation Policy

I. Purpose and Scope

The City of Bozeman (“City”) recognizes that its employees are essential to achieving organizational goals and providing quality services to the community. The City is committed to implementing meaningful and equitable employee appreciation initiatives that recognize employees’ efforts and dedication to public service.

Employee appreciation may take various forms. The purpose of this policy is to establish guidelines for utilizing City funds to recognize and appreciate the contributions of City employees. This policy applies to all City employees.

II. Annual Employee Appreciation

Department directors are authorized to budget for team employee appreciation events such as holiday/end of year/farewell celebrations, team lunches, or other team building events. The amount budgeted shall not exceed \$50.00 per employee, per year. All expenditures of City funds for employee appreciation must comply with the City’s Procurement Policy.

III. Employee Anniversaries

Employees will receive anniversary awards for years of year-round, continuous service in accordance with the following schedule:

- 3 years: Gift card valued at \$50.00, and City-branded item
 - 5 years: Gift card valued at \$50.00, and City-branded item
 - 10* years: Gift card valued at \$50.00, and engraved appreciation award
- *and each 5-year increment thereafter*

IV. Retirement

To be eligible for the following retirement recognition, the employee must meet the criteria of the applicable retirement system they are enrolled in and have completed at least 10 years of continuous service with the City.

- Fire Department (FURS-eligible): Retirement party with City contribution not to exceed \$350, service axe, and City Manager approved retirement gift.
- Police Department (MPORS-eligible): Retirement party with City contribution not to exceed \$350, service firearm and badge, and City Manager approved retirement gift.
- All other departments (PERS-eligible): Retirement party with City contribution not to exceed \$500, and City Manager approved retirement gift.
- City Manager Approved Gift: Framed picture (City contribution including framing not to exceed \$500).

V. Responsibility

The Human Resources Department is responsible for ordering anniversary awards and for distributing awards to department directors. It is the responsibility of department directors to present the awards to



their employees. The City Manager's Office is responsible for ordering and distributing City Manager approved retirement gifts.

Exceptions to this policy may be considered at the discretion of the City Manager. This policy may be modified or rescinded at any time, at the discretion of the City Manager.

This policy shall be reviewed by the Human Resources Director and the Finance Director, or designees, as needed, or at least every two years.

Revision Summary

Revision Level	Date Revised	City Manager Approval
1	03/2025	
2	10/2025	<small>Signed by:</small> <i>Chuck Winn</i> <small>5098809198DA472...</small>