



**CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION No. 34**

EMPLOYEE SERVICE AWARD

These Administrative Instructions set forth policy regarding the recognition of employees for their continuous service to the City of Bowling Green.

INSTRUCTIONS

Annually the City will recognize City employees serving at least five years of continuous service and at five-year intervals thereafter, by presenting service awards to eligible employees. These awards shall be presented at suitable ceremonies by the City.

The Personnel Director shall establish the format of the award program, including the style of the award and the date of the award ceremony.



John B. Quinn, Mayor



Date