



HUMAN RESOURCES DEPARTMENT  
*...benefitting others*

November 12, 2015

414/302-8270  
414/302-8275 (Fax)

The Honorable Mayor Devine  
and Members of the Common Council  
West Allis City Hall  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

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7525 West Greenfield Avenue  
West Allis, Wisconsin 53214  
[www.westalliswi.gov](http://www.westalliswi.gov)

Dear Mayor Devine and Common Council Members,

This coming January 2016, the City of West Allis will be hosting its 39<sup>th</sup> Annual Employee Recognition Awards Program wherein the contributions of employees who have given many years of service to the City are recognized. This Program was adopted in May 1975 through Resolution No. 18320 and established the presentation of a service pin or, for those employees with at least 25 years of service, the choice of a wristwatch in place of the service pin (while this option is available at each five-year increment after 25 years, each employee is eligible for only one watch), in recognition of their years of service.

In preparation for this year's Program, an employee with 25 years of service inquired whether it would be possible to donate the cost of the pin/watch to the WAPD Community Services Bureau in lieu of receipt of the service pin/watch. As this request is outside the bounds of Resolution No. 18320, staff presents this request for your consideration.

In addition to this matter, staff is also interested in whether there is any desire to amend the Program; that is, continue with its current format (dinner and service recognition award pin/watch) or explore other options through surveying employees for their feedback.

If you have any questions or concerns, or wish for further information on these matters, please do not hesitate to contact me. I will also be present and available to answer any questions or concerns you may have at the November 17, 2015, Common Council and Administration & Finance Committee Recess meetings.

Sincerely,

A handwritten signature in blue ink that reads "Audrey Key".

Audrey Key  
HR Director

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