

City of West Allis  
Award and Recognition Programs

December 1, 1983

Prepared by:  
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City of West Allis  
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West Allis, Wisconsin 53214

### Summary

This report presents a description of all City of West Allis Award and Recognition activities, both current programs and new proposed ones. In some cases, the current programs, outlined herein, include certain modifications. These will be discussed within each program.

All programs will include invitations to the Mayor and all Aldermen, while elected and appointed department heads will be invited as appropriate. Other selected staff may be invited if performing a function or involved in a particular program.

The City of West Allis Award and Recognition Programs are designed to recognize employees, elected officials, and particularly the City's volunteers for their years of service to the City. Countless hours are donated by volunteers toward the betterment and improvement of the City. The tasks performed and the roles played by these 300 - 400 volunteers are invaluable in providing for the quality of life for West Allis citizens. If these same services were provided for through compensation, the acquired service to the City would well exceed \$100,000 per year.

Below, each of the six programs are described in a comparative format. This format describes for each, eight common elements. They are:

- 1.) What individuals are recognized, based on what criteria (number of hours, years, etc.),
- 2.) What the award and recognition consist of,
- 3.) What is the frequency and timing of the program,
- 4.) What is the implementation status.
- 5.) Where is the program scheduled,
- 6.) Who is responsible for the program, including record keeping, and carrying out the activities,
- 7.) How many people are involved initially (if applicable) and ongoing and what are the related costs, and,
- 8.) What is the policy in regards to spouse invitation and payment.

The six programs discussed below are:

- 1.) Employees/Elected Officials (Existing program with modifications),
- 2.) Commission, Committee and Board Members (New programs),
- 3.) Police Reserve (Existing program),
- 4.) Health Volunteers (Existing program),
- 5.) Senior Center Volunteers (Existing program),
- 6.) CATV Volunteers/Common Council Meetings (New program).

I. EMPLOYEES/ELECTED OFFICIALS (EXISTING PROGRAM WITH MODIFICATIONS)

1. Individuals Recognized, Criteria and Award

- a. Employees:
  - 5 years - plain pin (new)
  - 10 years - pin with blue sapphire (new)
  - 15 years - pin with emerald
  - 20 years - pin with ruby
  - 25 years - pin with 1 diamond
  - 30 years - pin with 2 diamonds (new)
  - 35 years - pin with 3 diamonds (new)
  - 40 years - pin with 4 diamonds (new)
- b. Elected Officials:
  - 1 term (4 years) - plain pin
  - 2 terms (8 years) - pin with ruby
  - 3 terms (12 years) - pin with 1 diamond
  - 4 terms (16 years) - pin with 2 diamonds (new)
  - 5 terms (20 years) - pin with 3 diamonds (new)
  - 6 terms (24 years) - pin with 4 diamonds (new)
- c. Retirees:
  - Certificate

2. Awards and Recognition

- a. Awards: Pin given will continue to be rectangular design being used now. 5, 10, 15 and 20 year pins given to Department Head for distribution; 25, 30, 35, and 40 year pins given at Annual Awards Dinner; elected official pins awarded following completion of term at special luncheon arranged for this purpose; retirees certificate given at banquet.
- b. Dinner: 25 - 40 year employees and retirees invited to dinner at City cost in award year and also in non-award year.

3. Frequency and Timing

The Annual Awards Dinner is held once a year in December of each year. The year-of-record ends December 31 of that year.

4. Implementation Status

This program already exists.

5. Location of Program

This program has been held at Knights of Columbus Hall. (The new Meurer's Restaurant will be considered for future programs).

6. Responsibility for Program

The Personnel Division is responsible for this program.

7. Number of People Involved and Cost

	<u>1st year Catch up</u>	<u>Ongoing Costs</u>	<u>Current Costs</u>
a. 15, 20, 25 yrs.			
Pins	-	975 (60)	975 (60)
Dinner	-	250 (15)	250 (15)
b. 5, 10 yrs.			
Pins	1550 (155)	350 (35)	-
Dinner	-	-	-
c. 30 - 45 yrs.			
Pins	4575 (110)	1350 (30)	-
Dinner	1550 (220)	475 (60)	-
d. Returnees			
Dinner	-	200 (30)	200 (30)
e. Retirees			
Certificate	-	50 (20)	50 (20)
Dinner	-	150 (20)	150 (20)
	<u>7,675</u>	<u>3,800</u>	<u>1,625</u>
Other Costs (Hall, Band, Mis)	<u>550</u>	<u>550</u>	<u>550</u>
	<u>8,225</u>	<u>4,350</u>	<u>2,175</u>

Cost of Elected Officials Luncheon (once every 4 years) - \$250

8. Spouse Invitation and Payment

- a. For the year in which the employee receives an award or retires, the spouse is invited and the program pays the meal cost for the spouse.
- b. During the year in which the employee does not receive an award, but chooses to attend the program, the program does not pay the meal cost for the spouse.

II. COMMISSION, COMMITTEE AND BOARD MEMBERS (NEW PROGRAM)

1. Individuals Recognized, Criteria and Award

All volunteer citizen members of City Commissions, Committees and Boards, will be recognized. After 2 years of service, an individual will receive a pin with a 2 year bar. After 5 years of service and every 5 year increment thereafter, an individual will receive a new year bar for the respective number of years. First year inactive members receive certificate after year becoming inactive.

2. Awards and Recognition

- a. Awards: The pin given will be triangular in shape with a year bar attached. All awards will be distributed at an annual recognition dinner.
- b. Dinner: All award recipients will be invited to dinner at City cost in award year and non-award year.

3. Frequency and Timing

The Annual Recognition Dinner will be held once a year in March of each year. The year-of-record ends on December 31 of the previous year.

4. Implementation Status

This program will be implemented for the first time in March, 1984, for the period ending December 31, 1983.

5. Location of Program

This program will be held at a West Allis restaurant.

6. Responsibility for Program

The City Clerk will be responsible for record-keeping, assisted by the respective Department Head and the Mayor's secretary. The Director of Administration and Finance, through the Purchasing Agent, will be responsible for the award program.

7. Number of People Involved and Cost

	<u>1st year Catch up</u>	<u>Ongoing Costs</u>	<u>Current Costs</u>
a. Inactive (Past Yrs)			
Pins and/or Yr Bars	400 (34)	125 (10)	-
Certificates	-	25 (10)	-
Dinner	250 (34)	75 (10)	-
b. Active			
Pins and/or Yr Bars	950 (80)	425 (35)	-
Dinner	575 (80)	250 (35)	-
c. Returnees			
Dinner	-	150 (20)	-
	<u>2,175</u>	<u>1,050</u>	<u>-</u>
Other Costs (Hall, Misc.)	250	250	-
	<u>2,425</u>	<u>1,300</u>	<u>-</u>

8. Spouse Invitation and Payment

- For the year in which the individual receives a pin or year bar or certificate, the spouse is invited but the program does not pay the spouse meal costs.
- During the non-award active years, if the individual chooses to attend the program, the spouse is also invited, but again the program does not pay the spouse meal costs.



III. POLICE RESERVE (EXISTING PROGRAM)

1. Individuals Recognized, Criteria and Award

All volunteer police reservists with 5 years of service in 5 year increments are recognized. Also the top 10 volunteers with the most number of hours are recognized. Finally, officers and citizens are acknowledged for their assistance in a particular case.

2. Awards and Recognition

a. Awards: Police Reservist with 5, 10 and 15 years receive a certificate with a red ribbon; those with 20 years receive a certificate with a gold ribbon; those with 25 years receive a plaque. The top 10 Police Reservists who accumulate the top hours for the year receive a tie bar, pen and pencil or some other small gift. Officers and citizens that aided the police department in a particular situation receive a certificate of appreciation.

b. Dinner: All active police reservists are invited to the annual recognition dinner at City costs, as well as recognized officers and citizens.

3. Frequency and Timing

The Annual Recognition Dinner is held once a year in February of each year. The year-of-record ends on December 31 of the previous year.

4. Implementation Status

This program already exists.

5. Location of Program

This program is held annually at Tanner Paull's.

6. Responsibility for Program.

The Police Department is responsible for this program.

7. Number of People Involved and Cost

Generally, 25 - 30 Police Reservists are recognized every year; 10 - 15 officers and citizens, and the top ten volunteers. The total cost of the program is \$1,000.

8. Spouse Invitation and Payment

The spouse or parents of the officers and citizens are invited to the dinner at City cost. Spouses of the Police Reservists are not invited to the program.

IV. HEALTH VOLUNTEERS (EXISTING PROGRAM)

1. Individual Recognized, Criteria and Award

Volunteers to any Health Department program are recognized, if 10 hours of service has been given in a year for two years. Thereafter, individuals are recognized at 5 years and every five years following that. The 10 hours of service for one year service credit applies to future years as well.

2. Awards and Recognition

- a. Awards: Pin given will continue to be oval shaped pin with year bar (2 year, 5, 10, 15, 20, 30 etc.). At 25 years, a silver bowl with inscription is given.
- b. Dinner: All recipients of pins and/or year bars are invited to the dinner at City costs and also in non-award year.

3. Frequency and Timing

The Annual Awards Dinner is held once a year in October of each year. The year-of-record ends on August 31 of that year.

4. Implementation Status

This program currently exists.

5. Location of Program

This program is held at a West Allis restaurant or Franklin Fieldhouse.

6. Responsibilities for Program

The Health Department is responsible for this program.

7. Number of People Involved and Cost

Generally, 15 - 20 individuals are recognized each year; the total cost of the program is \$500. (Staff pays for own meal).

8. Spouse Invitation and Payment

Spouses are not invited to this program.

V. SENIOR CENTER VOLUNTEERS (EXISTING PROGRAM)

1. Individual Recognized, Criteria and Award

Volunteers at the Senior Center are recognized in two different ways: (1) any volunteer with 80 or more hours receives a pin and a certificate, (2) anyone with less than 80 hours receives a certificate. Eighty (80) hours of service are necessary for one year credit service for pin and/or year bar.

2. Awards and Recognition

- a. Awards: Pin given will continue to be half-circled shaped pin with year bar (1 year, 3, 5, 7, 9, 11, 13 etc.).
- b. Dinner: Any volunteer with 10 or more hours are invited to the Annual Recognition Dinner at City cost every year. Any volunteer with less than 10 hours may attend at his/her own cost.

3. Frequency and Timing

The Annual Awards Dinner is held once a year in October of each year. The year-of-record ends on August 31 of that year.

4. Implementation Status

This program currently exists.

5. Location of Program

The program is held at the Senior Center.

6. Responsibility for Program

The Health Department, through the Senior Center, is responsible for this program.

7. Number of People Involved and Cost

Generally, 50 - 75 individuals are recognized each year; the total cost of the program is \$750.

8. Spouse Invitation and Payment

Spouses/guests are invited to the program at their own cost.



VI. CATV VOLUNTEERS (COMMON COUNCIL MEETINGS) (NEW PROGRAM)

1. Individual Recognized, Criteria and Award

Volunteers who help cablecast the Common Council meeting will be recognized under this program. Any individual who has helped at three or more meetings totaling 10 or more hours will be honored.

2. Awards and Recognition

- a. Awards: A certificate of appreciation will be presented to all volunteers with three or more meetings/10 or more hours of time.
- b. Dinner: All volunteers regardless of number of meetings/hours will be invited to the dinner at City cost.

3. Frequency and Timing

The annual dinner will be held in January or February of each year. The year-of-record ends on December 31 of the previous year.

4. Implementation Status

This program will be implemented for the first time in January/February, 1984 for the year ending December 31, 1983.

5. Location of Program

The program will be held at a West Allis restaurant.

6. Responsibility for the Program

The Department of Administration and Finance, through the Office of Telecommunications, will be responsible for this program.

7. Number of People Involved and Cost

Generally, 25 - 30 people would be invited each year, with 10 - 15 recognized with certificates; the total cost of the program is \$400.

8. Spouse Invitation and Paymet

Spouses are not invited to this program.





# CITY OF WEST ALLIS

WISCONSIN

City Clerk

Office of:  
**ELDON M. RINKA**

December 27, 1983

Mr. Paul M. Ziehler, Director  
Administration and Finance  
City of West Allis

Dear Mr. Ziehler:

At its meeting of December 20, 1983, the Common Council approved your report regarding the City recognition and award programs, and recommended that the program be adopted.

Yours very truly,

Eldon M. Rinka  
City Clerk

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