

RESOLUTION 25-276

A RESOLUTION ESTABLISHING AND AUTHORIZING THE “EMPLOYEE SERVICE APPRECIATION AWARD” FOR ELIGIBLE CITY OF SPRING HILL EMPLOYEES FOR THE 2025 ELIGIBILITY YEAR

WHEREAS, the City of Spring Hill values the dedication, professionalism, and service of its employees, whose work directly impacts the community’s wellbeing and the delivery of essential municipal services; and

WHEREAS, the City wishes to formally acknowledge this service through a one-time annual expression of appreciation, contingent upon available funding; and

WHEREAS, the Employee Service Appreciation Award will replace all prior Christmas-related gifts, stipends, or other seasonal employee acknowledgements formerly provided by the City; and

WHEREAS, eligible full-time employees will receive a post-tax award of \$500, and eligible part-time employees will receive a post-tax award of \$250; and

WHEREAS, prorated award amounts shall be issued for newly hired employees based on their hire date and employment status at the established eligibility cutoff date; and

WHEREAS, the award is not a bonus, incentive, or merit-based payment, but a discretionary, non-recurring acknowledgment of service to the City of Spring Hill; and

WHEREAS, the Board of Mayor and Aldermen finds it in the best interest of the City to establish and fund the Employee Service Appreciation Award for the 2025 eligibility year.

NOW, THEREFORE BE IT RESOLVED, by the City of Spring Hill Board of Mayor and Aldermen, that:

1. The Employee Service Appreciation Award is hereby established for the 2025 eligibility year.
2. Eligibility requires employment with the City as of the designated cutoff date established by the City Administrator.
3. The Award shall replace all prior Christmas-related or seasonal employee gifts in their entirety.
4. The Award shall be issued in the following net (post-tax) amounts:
 - \$500 for full-time employees
 - \$250 for part-time employees
5. Newly hired employees shall receive prorated award amounts based on hire date and status as of the eligibility cutoff.
6. Funding for the Award shall be included in the appropriate FY 25-26 budget amendment(s).

7. This Resolution does not obligate or guarantee future awards, which remain at the sole discretion of the Board of Mayor and Aldermen.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 1st day of December 2025.



Matt Fitterer, Mayor

ATTEST:

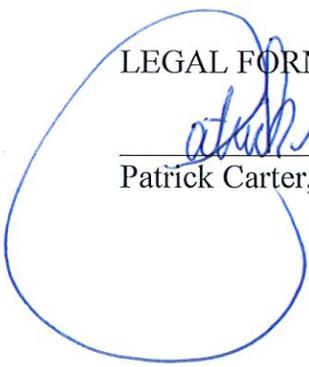


April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



STAFF MEMORANDUM

TO: Board of Mayor and Aldermen

FROM: Carter Napier, City Administrator
Chris Clausi, Assistant City Administrator/Human Resources Director
Rebecca Holden, Finance Director

DATE: 12/01/2025

SUBJECT: Resolution 25-276, to Establish the Employee Service Appreciation Award for 2025

RECOMMENDATION:

Staff recommends approval of Resolution 25-276 establishing the Employee Service Appreciation Award for 2025 and authorizing distribution of post-tax appreciation payments to eligible full-time and part-time employees.

BACKGROUND:

The Employee Service Appreciation Award is designed to be an annual expression of appreciation, replacing all prior Christmas-related employee gifts. The award will be issued each year that funding is available and approved by BOMA. While it is intended to be annual, it does not constitute a guaranteed benefit, and continuation remains subject to yearly appropriation

Key components for the 2025 eligibility year:

- Eligibility cutoff: Employee must be actively employed as of the cutoff date established by the City Administrator.
- Full-time employees: Net (post-tax) payment of \$500.
- Part-time employees: Net (post-tax) payment of \$250.
- Prorated awards: New hires will receive a prorated amount based on hire date and employment status.

This award is not a bonus, incentive, or performance-based compensation, but a standardized annual appreciation program issued only when funded and approved by BOMA.

FINANCIAL IMPACT:

The full year recurring cost of implementing the proposed employee bonus program is \$450,074.83. The City currently budgets \$117,209.48 annually for the Christmas bonus, leaving an additional \$332,865.35 required to fully annualize the new bonus structure.



Funding for the partial year cost for the current fiscal year totaling \$332,865.35 is available within the existing FYbudget and can be covered without the need for additional appropriations. The related transfers will appear in Budget Amendment No. 2, and there is no financial impact to fund balance.

SUPPORTING DOCUMENTS:

- Proposed Resolution 25-276
- Employee Handbook Section 5.11.01 – Service Awards



City of Spring Hill | Communications
199 Town Center Parkway
Spring Hill, Tennessee 37174

*****Employee Manual Update*****

5.11 Service Awards (AS CURRENTLY WRITTEN IN THE MANUAL)

The City values and recognizes continued loyalty and service to the City. In appreciation for regular full-time employees' years of service, the city will provide an appropriate gift to those employees who have met their five-, ten-, fifteen-, twenty-, and twenty-five-year anniversaries.

5.11.01 Employee Appreciation Award (SECTION TO ADD IF APPROVED)

The City of Spring Hill may issue an annual Employee Service Appreciation Award to recognize the dedication and service of its employees. This award is a discretionary, non-recurring expression of appreciation and is not a bonus, incentive, or performance-based payment.

The Employee Service Appreciation Award is subject to annual appropriation and approval by the Board of Mayor and Aldermen. Nothing in this section guarantees or obligates the City to issue future awards.

Eligibility and Structure:

1. Employees must be actively employed as of the annual eligibility cutoff date established by the City Administrator.
2. Full-time employees may receive a net (post-tax) award amount as approved by BOMA.
3. Part-time employees may receive a net (post-tax) award amount as approved by BOMA.
4. Newly hired employees may receive prorated amounts based on their hire date and employment status.
5. The award shall replace all prior Christmas-related employee gifts formerly issued by the City.

All award amounts are contingent upon annual funding approval and may be modified or discontinued at the discretion of the Board of Mayor and Aldermen.