

**RECOGNITION POLICY:**

**SECTION I : RESIGNATION/RETIREMENT/COMPLETION OF TERM:**

In the event of an employee, or elected or appointed official voluntarily resigning, retiring or completing a term of office, the Board of Selectmen may recognize the individual in some way (i.e. flowers, plaques or gifts), the costs of such recognition shall be borne by the Town of Windham.

**SECTION II : SELECTION BY SUPERVISOR AND/OR PEERS:**

If an employee, or elected or appointed official is selected for recognition officially by his or her supervisor or peers (i.e. Employee of the month or year, Volunteer of the month or year, or other occasion that may occur), then the costs of such recognition shall be borne by the Town, such costs to be expended from a line item in the annual budget as deemed appropriate by the Board of Selectmen.

**SECTION III : DEATHS:**

In the event of the death of current or former employees, or elected or appointed official, or the death of an immediate family member thereof, at the very least, a floral tribute should be supplied to the memorial services of such individuals from the Town of Windham, such costs to be borne by the Town of Windham.

**SECTION IV : AMENDMENTS:**

This policy may, from time to time, be amended by a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

**Adopted - August, 1993**

**Frederic Noyles  
Patrick Wallace  
Charles McMahon  
Edward Milan  
Galen Stearns**  
Board of Selectmen

**Re-codified and affirmed by the Board of Selectmen - May 11, 1998**

**Charles E. McMahon  
Douglass L. Barker  
Carolyn B. Webber  
Margaret M. Crisler  
Galen A. Stearns**  
Board of Selectmen

**Amended by the Board of Selectmen - November 9, 1998**