
Policy: Ed Swicklas Employee Garden Park
Adopted by Board of Park Commissioners: May 2022

The purpose of this policy is to establish guidelines and standards for the administration of the Ed Swicklas Employee Garden Commemoration program. Established in 2022, the program was developed to honor and recognize retired employees of the Parks, Recreation, Youth & Community Services Department that meet the following criteria:

- Must have served a minimum of 15 cumulative years in the BPRYCS Department.
- Years of service must be full time. Part time, seasonal, or contractual years do not count towards cumulative years of service.
- Years of service do not need to be consecutive. Meaning someone may have started in, or transferred to another department for a period of time or left the city for another position and returned.
- Individual must have retired from the BPRYCS Department. Individuals that retire from another department will not be considered even if they have 15 years of cumulative service with the department.
- The employee must be considered an employee in good standing with the City in order to qualify for the program. Individuals whose employment status with the City has been severed will not be eligible as determined by the Superintendent in consultation with Human Resources

Every July, the Superintendent of Parks, Recreation, Youth and Community Services will compile the list of eligible retirees from the past year and present the names and supporting documentation to the Board of Park Commissioners for review and approval. After approval, the names will be added to the plaque as soon as reasonably possible. For efficiency and cost-effectiveness, the plaque will be updated once a year and not each time someone retires (unless there is a compelling reason to do so sooner as determined by the Board of Park Commissioners)