



Chevy Chase Village Employees' Holiday Fund

To the Residents of Chevy Chase Village:

The Board of Managers has established the Chevy Chase Village Employees' Holiday Fund. The purpose of this fund is to recognize Village employees during the holiday season. Residents may use their own judgment in handling gratuities for non-employee service providers, such as the crews that collect the refuse and recycling.

Since Village employees have varying lengths of service to the Village, the Board of Managers requests that all holiday gratuities be sent to this special fund. The pooled contributions will then be distributed based on each employee's length of service.

The 25 employees who will share in the distribution are: 3 administrative staff members, 11 police personnel (which includes ten sworn officers), 5 Communications Clerks and 6 Public Works employees. The Village Manager and Police Chief are NOT included in the distribution of this special fund and there is currently one vacant position in the administrative office.

We hope that all Village residents will show their appreciation by contributing to this special fund. All contributions should be made by check **payable to: Chevy Chase Village Employees' Holiday Fund**, and returned to the Village office in the enclosed envelope. In order for the distributions to be made before the holidays, **we ask that you please return your contribution before Friday, December 13, 2019**; however, contributions received after December 13 will be distributed to the staff after January 1, 2020.

With gratitude and best wishes for you and yours this holiday season,

The Board of Managers of Chevy Chase Village