

SERVICE AWARDS

SUMMARY

The Service Award Program was established to recognize employees for years of full-time continuous service. This procedure explains the Service Award Program, eligibility for the awards, and the process for distribution.

PROCEDURE

1. Awards are given at 5 year intervals of full-time, continuous service, i.e., i.e., 5, 10, 15, 20 and 25 years.
2. Eligible employee status codes are: AA; AB; AC; AF; AH; AI; AJ; AS and AT.
3. Service awards are sent bi-weekly to the Department Personnel Representative for distribution for those employees that have reached 5, 10, 15, 20, and 25 years of service.
4. For employees with 30 years of eligible service, a plaque is prepared honoring the employee. Plaques may be presented at a meeting of the Board of County Commissioners.

CONTACT(S):

Department/Division

Office of the Chair, Employee Recognition Division