

**HUMAN RESOURCE
POLICIES AND PROCEDURES**



Policy:	Service Awards Policy	
Date: July 2, 1996	Revision Date: August 30, 2016	Approved by: Human Resources

I. PURPOSE AND SCOPE

To reward and show appreciation to regular full and part time employees for their years of service to the District.

II. POLICY

All regular full and part time employees of the District are eligible to receive a gift upon completion of one year of service and each five years thereafter. If any employees' continuous service has been interrupted due to unauthorized absence or separation, followed by rehire, the previous service time shall be used in the calculation of total years of service upon which the service award is based.

Recipients of service awards shall be presented a congratulatory letter and selection catalog by their department head during their anniversary month.

Employees celebrating an anniversary of five-years and above will be recognized with their peers at an all-employee annual event.

III. ADMINISTERING THE SERVICE AWARDS PROGRAM

The Human Resources Department will administer the program (i.e., budget, contract with awards company, selection of award catalogs, etc.), and will process orders.

AUTHORIZED SIGNATURES ON FILE