

## SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	<b>Special Programs</b>
Standard:	<b>SERVICE AWARDS</b>
Section #:	<b>H-1</b>
Effective:	July 29, 2008

See Also: Service and Anniversary Dates; Performance/Achievement Awards

### ***GENERAL STANDARD***

As an expression of appreciation for length of service, the Authority honors the service and contributions of individual employees through a formal recognition program.

### ***SPECIFIC STANDARD***

- ❑ The Authority gives honorary service awards to employees after 3, 5, 10, 15, 20, 25 and 30 years of service.
- ❑ Length of service is based on anniversary and service dates as noted in the ***Anniversary and Service Dates*** Standard.

### ***GUIDELINES***

- ❑ The Authority provides service awards to an employee to acknowledge the employee's service contributions.
- ❑ Employees select a service award gift through a designated third party source. Gift selections are varied and correspond to monetary values commensurate with a designated length of service. Examples follow:
  - 3 Years - \$40.00 (approximately)
  - 5 Years - \$80.00 (approximately)
  - 10 Years - \$145.00 (approximately)
  - 15 Years - \$270.00 (approximately)

- ❑ Managers should consider a staff luncheon or similar event that would be valued by the employee to recognize and celebrate appropriately the employee's service and contributions.

### ***PROCEDURES***

- ❑ The Human Resources staff maintains records for and administers the service award program.
- ❑ The Human Resources staff notifies the manager of an employee's upcoming service anniversary and ensures the employee receives his/her gift and is recognized publicly, generally at a corporate-wide meeting.