

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> J-01
<b>POLICY:</b> Service Awards			
<b>DATE:</b> OCT30/91	<b>REV. DATE:</b> MAY27/09	<b>COVERAGE:</b> All Full-time and Part-time Employees	<b>PAGE #:</b> 1 of 1

**POLICY STATEMENT:**

The County recognizes the value and dedication of the service of its employees.

**PROCEDURE:**

1. A revised Service Award system will become effective on January 1, 2009. A choice from multiple selections is available to employees in their 10th, 15th, 20th, 25th, 30th, 35th and 40<sup>th</sup> year of service.
2. In the calendar year of eligibility for a service award, employees will be given the opportunity to make their selection.
3. Service Awards shall be presented by the Warden, the Chairperson of the respective Committee of Council and the appropriate Department Head.
4. Service awards are based on the number of years since the date of hire.