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YEARS OF SERVICE AWARDS  
POLICY

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I. GENERAL

The purpose of this section is to establish policy and procedures to recognize and celebrate Employment and Human Services (EHSD) staff for their years of dedicated service and bestow Years of Service awards.

II. POLICY

This Years of Service awards policy will become effective January 2019 and consist of one annual recognition event in January. Each annual recognition event will celebrate employee longevity for those who reach a years of service milestone during the previous year. The location of events may vary, with every attempt being made to choose a location convenient to a majority of attendees.

Invitations to the event will include:

- A. Staff celebrating years of service
- B. Their immediate supervisors
- C. Their Division Managers
- D. All Bureau Directors
- E. Department Director
- F. Other staff, friends, and family are also welcome to attend but will need to RSVP by a designated date in advance of the event

The Office of Community Relations will coordinate the Years of Service recognition events.

During the recognition event, celebrated staff will be presented with a Years of Service award. Attendance is not mandatory; the Office of Community Relations will ensure non-attendees receive their Years of Service award and a copy of the recognition event program.

As part of this policy, there will be a proclamation at the Board of Supervisors (BOS) meeting for staff celebrating 20 years or more of service, at the discretion of the Bureau Directors and the employee.

III. TYPES OF AWARDS

During the departmental recognition event, awards will be presented as follows:

- A. 10 years of service: County pin with ruby chip
- B. 15 years of service: County pin with emerald chip
- C. 20 years of service: County pin with diamond chip
- D. 25 years of service: Engraved pen
- E. 30 years of service: Engraved paperweight
- F. 35 years of service and above: Individual award

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IV. PROCEDURES

- A. The Contra Costa County Human Resources (HR) Department sends years of service lists twice a year for the Department. The list received in December covers years of service anniversary dates from January through June of the upcoming year. The list received in May covers years of service anniversary dates for July through December of the current year.
- B. A designee will prepare an annual list of recipients sorted by years of service, by month, and by Bureau using the lists provided by HR. The designee will review each list for accuracy and the current assignment of each honoree before sending to the Bureau Directors.
- C. Bureau Directors will receive annual lists as follows:

Month List Received	Month of Event	Years of Service Anniversary Date
December	January (following year)	January - December (previous year)

- D. The Office of Community Relations will coordinate the employee recognition proclamation process for all employees celebrating 20 or more years of service; including, preparing the proclamation for signing by the BOS and prepping the honorees for attendance at the BOS meeting.
- E. By September during the year before the January event, the Office of Community Relations will determine the event date and location and provide to the Bureau Directors when confirmed. Event dates and locations will also be posted to EHSD's intranet site.
- F. Bureau Directors will encourage staff to attend and provide names of attendees to designated Administration support staff.
- G. The Office of Community Relations will coordinate refreshments and decorations, including an event program listing the honorees. The cost of each event shall not exceed \$2,400 with an annual maximum of \$2,400.
- H. During the recognition event, staff will be celebrated in the following manner:
  - 1. The Department Director will read the names of the honored staff and each Bureau Director will present the awards to their staff.
  - 2. For staff celebrating 20 years or more of service, the Department Director and the Bureau Director will present them with their awards.
- I. Pictures will be taken at each event and copies will be provided to the honorees.

**CONTACT PERSON:** First-Line Supervisors and above may contact the Director of Community Relations or his/her designee.

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