

Contra Costa County Office of the Sheriff General Policy and Procedure	CCCSO	NUMBER: 1.04.21
	RELATED ORDERS: County Ordinance 36-10.202, 36-10.204, 36-10.206; Administrative Bulletin 310.2.	
ISSUE DATE: 2-1-2006 REVISION DATE: 12-19-2013	CLEARANCE: Office of the Sheriff	
CHAPTER: Employee Benefits and Assistance	SUBJECT: County Service Employee Award Program	

I. POLICY.

- * A. Office of the Sheriff employees shall receive official recognition for specified lengths of service in the employment of the County.

II. GENERAL.

- A. **ELIGIBLE EMPLOYEES.** The Human Resources Department will notify the Office of the Sheriff when an employee has qualified to receive a County Service Award.
- B. **FREQUENCY OF AWARDS.** The first service award shall be awarded after ten years of service. A new and distinguishable award shall be awarded after each additional five years of service.
1. **Ten Year Service Award.** The Office of the Sheriff will be responsible for the ordering and purchase of lapel pins for employees with 10 years of service. The Division Commander or designee will make the presentation of the lapel pin for 10 years of service.
 2. **Fifteen or More Years of Service Awards.** Employees eligible for 15 or more years of service awards will receive a personalized packet containing a service award brochure and an order form direct from a private vendor under contract to Contra Costa County. It is the responsibility of the employee to complete the order form and return it as directed.
 - a. The Sheriff's Office will receive, on a quarterly basis, the selected awards and a status report showing the date packets were sent, the order form returned, what the employee ordered and the shipping date.
 - b. Employees receiving 15 year service award as defined above and each 5 year increment thereafter, are entitled to a day off with pay within 30 days of their anniversary date. The date of the day off with pay is subject to approval by Division Commander.
- C. **PRESENTATION OF AWARDS.** The Sheriff or designee will present the service awards at the quarterly award ceremony for those employees with 15 years or more service.

1. Employees with 20 or more years of service may voluntarily elect to go before the Board of Supervisors to accept their award. The award ceremony will be held the last Tuesday of every month. The Sheriff's Service Award Coordinator will notify the Human Resources Department Labor Relations, at least two weeks prior to the selected Board date the employee has requested. The Service Award Coordinator will notify the Sheriff as to the date and time of the ceremony of the employee(s) scheduled to have their award presented before the Board of Supervisors.
 2. Those eligible employees not desiring to appear before the Board of Supervisors may elect to voluntarily have their award presented by the Sheriff or designee at the quarterly award ceremony; or may receive their award without a ceremony.
- D. **CALCULATING SERVICE.** Length of service shall date from the beginning of the last period of continuous County employment including temporary, provisional, permanent status and during approved leaves of absence. Employees who have separated from a permanent position in good standing and within two years are re-employed in a permanent County position shall be credited with all service accumulated at time of separation not including the period of separation.
- E. **SERVICE AWARD COORDINATOR.** The position of Sheriff's Service Award Coordinator shall consist of civilian volunteers selected by Administrative Services. The responsibilities of the Service Award Coordinator include:
1. Upon notice of an employee's eligibility for a service award from the Human Resources Department, the Service Award Coordinator will verify the date of hire and length of service.
 2. Upon receipt of the awards from the vendor, determine in what manner the employee wishes the award to be presented.
 3. Notify the respective Division Commander of employees eligible for ten-year service lapel pins and provide them.
 4. Contact the Training Deputy to arrange date and time of the quarterly award ceremony for awards of 15 years or more and request the Training Deputy arrange for photographs to be taken.
 5. Notify the Service Award Administrator for the Human Resources Department of those employees eligible who have requested award presentation before the Board of Supervisors at least two weeks prior to the selected board date. The award ceremony will be held the last Tuesday of every month.
 6. Solicit and secure biographical information about each employee receiving an award before the Board of Supervisors or at the quarterly ceremony and provide it to the Training Deputy.
 7. Notify the Sheriff as to the date and time of the ceremony and the names and biographies of employees who have been chosen to receive the Service Award before the Board of Supervisors or at the quarterly awards ceremony.

8. Prepare all awards for presentation by the Sheriff, beginning with employees who have the longest time in service and supply a photograph to the employee.

F. FORM OF AWARDS.

1. The service award for ten years of service shall be a lapel pin.
2. Service awards for fifteen years and over shall be selected from the service award brochure which will be sent by the vendor in the personalized packet containing an order form directly to the eligible employee at the last known address as provided by the employee.