

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 410.4
Date: 9-1-15
Section: Personnel

SUBJECT: Service Recognitions and Awards

I. APPLICABILITY.*

Effective July 1, 2009, the Service Award Program, as established in Section 16.3 of the Contra Costa County Salary Regulations, was suspended due to budget shortfalls. This action discontinued the County-supplied service award pins and gifts administered by a third party recognition company.

This bulletin is applicable to all County departments regarding employee service awards, in an effort to continue to promote recognition of employees' milestone service years and dedication to Contra Costa County.

II. AUTHORITY.

In accordance with the provisions of Contra Costa County Ordinance Code Section 24-4.008, the County Administrator has the authority and responsibility to establish and enforce personnel policies in County departments and agencies. As set forth in Contra Costa Salary Regulations section 16.1, Responsibility for the administration of this program is the Human Resources Department. (Prior code §2460; Ord. 787; prior Ord. §36-10.20.)

III. SCOPE AND RESPONSIBILITIES.

The Human Resources Department will send department heads, or designees, a biannual service year listing of employees reaching 10 years of service and every five (5) years of service after.

Department heads, or designees, will identify departmental staff reaching milestone service years, and recognize them as set forth:

IV. FORM AND FREQUENCY OF RECOGNITIONS AND AWARDS.*

a. County Employees Recognitions

i. Ten Years of Service

Recognition ceremonies are to be made within departments by the department heads, or designee for larger departments. To give the recognition meaning, it is recommended that ceremonies are conducted

at the department level with the department head in his/her office or conference room with immediate supervisors and fellow workers in attendance.

ii. Fifteen Years of Service

In addition to IV.a.(i) above, employees who reach 15 years of service are eligible to take a Service Day Off (up to 8 hours) with pay (administrative leave) within thirty (30) days of their service award date, subject to approval of the department head or designee.

1. Within thirty days means the time period that starts thirty days prior to the service award date, and up to thirty days after the service award date.
2. Employees are responsible for requesting the Service Day-Off timely and using it within thirty days of their service award date.
3. Employees taking a Service Day-Off are responsible for appropriately reflecting the day off on their timecard in the timekeeping system (code T01).

iii. Twenty Years, or More, of Service

In addition to IV.a.(ii)., employees that reach 20 years, and every five service years after, have the option to:

1. Be recognized at the Board of Supervisors' meeting, upon approval by the department head.
 - a. Department heads, or designees, desiring to recognize employees at a ceremony before the Board of Supervisors will need to do the following:
 - i. Review the Board of Supervisors meeting schedule and agenda deadlines to identify meeting dates designated for County Service Awards.
 - ii. Contact the Clerk of the Board office and provide the desired Board of Supervisors meeting date, and name of the service award recipient and presenter.
 - iii. Initiate the request by submitting a board order.
 - iv. Inform the employee being recognized of the Board of Supervisors meeting the ceremony is scheduled for.
 - b. At the Board of Supervisors' meeting, the Chair of the Board will call the employee and presenter to the podium where the presenter will give a brief overview of the employee's service. Upon receiving recognition, the employee may also make a brief comment, if desired. In

