

YEARS OF SERVICE AWARDS POLICY  
DEPARTMENT OF CONSERVATION AND DEVELOPMENT

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I. GENERAL

The purpose of this section is to establish policy and procedures to recognize and celebrate Department of Conservation and Development (DCD) staff for their years of dedicated service and bestow Years of Service awards.

II. POLICY

The location of the team building event will be held a location convenient to department staff. Depending on location and other circumstances attendance is not always mandatory and team leaders will ensure non-attendees receive their Years of Service awards.

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, or upon retirement, at the discretion of the DCD Director and the employee.

III. TYPES OF AWARDS

During the annual recognition event, celebrated staff will be presented with a Years of Service or Retirement award in the form of either an honorable mention a paper certificate or a framed plaque.

Service awards will be awarded at the following increments:

- 10 years of service—honorable mention
- 15 years of service—honorable mention
- 20 years of service—framed certificate
- 25 years of service—framed certificate
- 30 years of service—framed certificate
- 35 years of service and above—framed certificate
- Upon Retirement—framed certificate

IV. PROCEDURES

The Contra Costa County Human Resources (HR) Department sends Active Employee Service Award Report lists twice yearly 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.

A designee will prepare a list of recipients sorted by years of service using the list provided by HR. The designee will review each list for accuracy and prepare the awards for each eligible honoree prior to the Department award event.

During the recognition event, the Department Director will present each honoree with their signed award.