



REPLACES:

SECTION:
PAGE NO.: 1
ISSUED/REVISED:

SERVICE AWARDS POLICY

SECTION: 23-903
PAGE NO.: 1
EFFECTIVE: 12/1/2022

I. GENERAL

The purpose of this section is to establish policy and procedures to recognize and celebrate Employment and Human Services (EHSD) staff members for their years of dedicated service, and to bestow Years of Service awards. In addition, it is to recognize and appreciate all employees for their public service to Contra Costa County throughout each year. The annual budget will not exceed \$15,000 (approximately \$7.50 per employee with approximately 2,000 FTE).

The purpose of these employee public service appreciations is to promote morale, engagement, and retention.

II. POLICY

The Service Awards policy consists of three annual recognition activities in January, May, and December, as follows:

A. In **January**, the department will hold the **Years of Service** event to celebrate employees who reach a “years of service” milestone (10, 15, 20, 25, 30, and 35 years) during the previous calendar year. The event location may vary, with every attempt for the site to be convenient to a majority of employees. Invited guests to the January event will include:

1. Staff celebrating years of service
2. Their immediate supervisors
3. Their Division Managers
4. All Bureau Directors
5. Department Director
6. Other staff, friends, and family may also attend (with RSVP).

The Community Relations Unit will coordinate the Years of Service recognition event during which honorees will receive a Years of Service certificate and/or award. Attendance is not mandatory; Community Relations will ensure non-attendees receive their Years of Service award and a copy of the recognition event program following the event.

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.



REPLACES:

SECTION:
PAGE NO.: 1
ISSUED/REVISED:

SERVICE AWARDS POLICY

SECTION: 23-903
PAGE NO.: 2
EFFECTIVE: 12/1/2022

- B. The **May** recognition will commemorate **Public Service Recognition Week**, which falls on the first week of May each year to appreciate public service employees in local, state and federal government. Each EHSD employee will receive a small gift as a token of appreciation for their ongoing dedication to serving Contra Costa County residents.
- C. In **December**, the Executive Team will express gratitude for a year of service and **winter holiday** wishes to all staff with a signed holiday card (not specific to any single winter holiday).

III. TYPES OF AWARDS & GIFTS

- A. During the **January** Years of Service event, awards will be presented as follows:
 - 1. 10 years of service: County pin with ruby chip
 - 2. 15 years of service: County pin with emerald chip
 - 3. 20 years of service: County pin with diamond chip
 - 4. 25 years of service: Engraved pen
 - 5. 30 years of service: Engraved paperweight
 - 6. 35 years of service and above: Individual award
- B. For the **May** Public Service Recognition Week commemoration, each EHSD employee will receive a small gift or token delivered to his/her inbox or desk.
- C. In **December**, EHSD's Executive Team will give printed and signed holiday cards to all staff members.

IV. PROCEDURES

- A. **January** Years of Service event:
 - 1. 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.
 - 2. A Personnel/payroll 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



REPLACES:

SECTION:
PAGE NO.: 1
ISSUED/REVISED:

SERVICE AWARDS POLICY

SECTION: 23-903
PAGE NO.: 3
EFFECTIVE: 12/1/2022

accuracy and the current assignment of each honoree before sending to Community Relations and the Bureau Directors.

- 3. Bureau Directors will receive an annual list as follows:



REPLACES:

SECTION:
PAGE NO.: 1
ISSUED/REVISED:

SERVICE AWARDS POLICY

SECTION: 23-903
PAGE NO.: 4
EFFECTIVE: 12/1/2022

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

4. 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 honoree for attendance at the BOS meeting.
5. By September during the year before the January event, Community Relations will determine the Years of Service event date and location, and send a calendar invite to the Bureau Directors when confirmed.
6. Bureau Directors will encourage staff to attend and provide names of attendees to designated Administration support staff.
7. Community Relations will coordinate refreshments and decorations, including an event program listing the honorees. The cost of each Years of Service event shall not exceed an annual maximum of \$3,000 (approximate cost per employee will vary depending on the number of employees honored).
8. During the recognition event, the Department Director will read the names of the honored staff, and each Bureau Director will present the certificates and/or awards to their staff members.
9. Photos will be taken at each event and made available to the honorees.

B. May Public Service Recognition Week:

1. Community relations will research and recommend to the Executive Team a small token of appreciation for all employees.
2. Community relations will purchase the approved token of appreciation and coordinate dissemination to all employees at their desk or inbox.



REPLACES:

SECTION:
PAGE NO.: 1
ISSUED/REVISED:

SERVICE AWARDS POLICY

SECTION: 23-903
PAGE NO.: 5
EFFECTIVE: 12/1/2022

- 3. The total cost for the small gifts or tokens that each employee will receive shall not exceed \$7,000 (approximately \$3.50 per employee with approximately 2,000 FTE).
- 4. For no additional county cost, Community Relations will also coordinate an accompanying set of events and appreciations through the week (messaging in the EHSD newsletter and EHSD Live! all staff meetings).
- 5. For not additional county cost, Bureaus and buildings may also coordinate an accompanying set of events and appreciations through the week.

C. **December** winter holiday cards:

- 1. The Office of the Director will research and recommend to the Executive Team a winter holiday card for all employees. The card will not be specific to any single winter holiday but will suffice in general for any winter holiday an employee may celebrate.
- 2. The Office of the Director will purchase the approved cards.
- 3. Each card will be signed by the EHSD Director and Bureau Director.
- 4. The Office of the Director will coordinate the signing of the cards.
- 5. Each Bureau will coordinate dissemination of the cards to each employee in their Bureau.
- 6. The total cost for the holiday winter cards shall not exceed \$5,000 (approximately \$2.50 per employee with approximately 2,000 FTE.)

V. **CONTACT PERSON:**

Director of Community Relations or his/her designee.