



**Contra
Costa
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: December 18, 2018

Subject: Years of Service Awards Policy

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director to amend the Department's Years of Services Awards Policy, effective January 1, 2019, and AUTHORIZE expenditures not to exceed \$2,400 for the annual event awards, venue, light refreshments, and decorations.

FISCAL IMPACT:

Total annual expenditures not to exceed \$2,400 in costs from 45% Federal, 45% State and 10% County funds.

BACKGROUND:

The Employment and Human Services Department (EHSD) has implemented a Years of Service Awards Policy to recognize employees who have achieved 10, 15, 20, 25, 30, and 35 years of service. Awards ceremonies are held on an annual basis, or more frequently at the discretion of the Department Director, and will follow the department policy.

The current annual budget of \$1,400 does not fully cover the costs for honoring approximately 150-1175 employees at the Years of Service event. The total annual event

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/18/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 18, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stephanie Mello, Deputy

Contact: Tish Gallegos
608-4608

cc:

cost varies depending in the number of staff to be honored and the award types based on the number

BACKGROUND: (CONT'D)

of years of service. The expended budget to be effective in January 2019, would cover the estimated expenses for venue rental (historically held at Pleasant Hill Community Center) awards, decorations, and light refreshments (i.e., cookies, fruit and water).

These are minimal costs which are offset by the benefits of boosting morale and department loyalty. EHSD staff members look forward each year to celebrating their service to the County with their colleagues. The Department is requesting the authority to spend up to \$2,400 per year to cover costs for its Years of Service event.

CONSEQUENCE OF NEGATIVE ACTION:

The Department will not be able to adequately recognize and celebrate staff for their years of dedicated service.

ATTACHMENTS

Years of Service Awards Policy