

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Human Resources 8/03, Rev. 11/09	Page: 1 of 1	Number: 6.2
	Reviewed by/Reviewed Date: CSA Exec Team 11/23/09	Replaces:	Category: Professional Development
Title: Service Award Program		Approved: 11/23/09	

Policy

 Procedure

 Guideline

Purpose

The Community Services Agency recognizes employees with a minimum of 5 years of service.

Definition

Employees are eligible to receive a service award after 5 years, 10 years, 15 years, 20 years, 25 years, 30 years and 35 years of County service.

Procedure

Employees with service between 5 years and 25 years will receive a certificate and have the opportunity to participate in the Quarterly Celebration. Those employees employed for a minimum of 30 years of service will receive a gift of their choice in addition to a certificate and Quarterly Celebration. Gifts are coordinated through the County sponsored program.

Gifts received in Human Resources will be signed out by the employee's manager for distribution. Unclaimed gifts will be forwarded to the Assistant Director.