3-02/145.00 - County and Department Service Awards

The county and Department service awards will be presented to all eligible employees following completion of the required years of county and Department service. County and Department service awards are issued as follows:

10 Years of Service	County Pin
15 Years of Service	County and Department Pins
20 Years of Service	County and Department Pins
25 Years of Service	County Paper Weight and Department Pin
30 Years of Service	County Desk Set, Department Pin and Department Luncheon
35 Years of Service	County Clock and County Watch (upon retirement), Department Pin and Department Luncheon
40 Years of Service	County Bookends, Department Pin and Department Luncheon
45 Years of Service	County Crystal Vase, Department Pin and Department Luncheon
50 Years of Service	County Board Scroll, Gold Pin with Diamond, and Department Pin and Department Luncheon

Personnel Administration Bureau Service Awards Coordinator Responsibility:

- Order and store sufficient number of service awards to meet Department needs;
- Each month, identify employees eligible to receive a service award by division and unit of assignment (UOA);
- Prepare “Employee Acknowledgement of Receipt” list for each division/UOA;
- Notify division coordinator of awards that are ready for pick-up;
- Distribute awards to division representative and retain acknowledgment of distribution (representative’s signature, employee number, and date of pick-up); and
- Update the Service Award Tracking System with the date of pick-up by the division representative.

Division Coordinator Responsibility:

- Coordinate with UOA to distribute the service awards and retain records of signed “Employee Acknowledgement of Receipt” form; and
- Return the service awards that were undeliverable to employees due to leave of absence, resignation, retirement, etc., to Personnel Administration Bureau service awards coordinator immediately.

It shall be the responsibility of the Reserve Forces Bureau unit commander to provide the necessary information regarding Reserves to the Director of Personnel Administration Bureau before the end of the year for those who are entitled to receive service pins in the following year.