



| <u>Policy 6.9</u> | <u>Service Award</u> | | |
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| <u>Effective Date:</u> 3/25/14 | <u>Applicable Law/Statute:</u> None | <u>Source Doc/Dept.:</u> None/HR | <u>Authorizing I.C. Sec:</u> None |
| <u>Last Amended Date:</u> 1/13/15, 3/5/21 | | | |

SERVICE AWARD

6.9

POLICY

It is the policy of DuPage County to recognize and reward the service of employees at milestones in their careers through a uniform and consistent recognition program. The County will award certificates and a gift to identify and recognize employees' years of service.

ELIGIBILITY

- All full-time and part-time employees who are budgeted to work a minimum of twenty (20) hours per week.

GUIDELINES

- A. Years of service will be counted from the date of hire when an employee commences employment with the County.
- B. Employee service awards will be provided to employees who complete ten (10) years of service and at five (5) year intervals thereafter. (i.e. 15, 20, 25, etc.)

PROCEDURES

1. On a monthly basis the Human Resources Department notifies the department head or designee of the service award recipients from his/her department. Human Resources coordinates delivery of the service award gift and certificate packets to the designated representative in each department.