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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.48  
**EFFECTIVE DATE:** 10/05/17  
**LAST REVISED:** 09/18/20  
**LAST REVISED:** 10/15/20  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** PC  
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**SUBJECT: SERVICE AWARD PROGRAM**

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- I. PURPOSE:** To provide policy and procedures for recognition of Douglas County employees for their length of service to Douglas County.
- II. POLICY:** The County recognizes the importance of employee loyalty and dedication. For this reason, Douglas County local government officers, employees and elected officials will be recognized for their length of service at intervals of five years (i.e., five years, ten years, fifteen years, etc.). Service awards are acknowledged by continuous years of service. This recognition will occur during the month following the employee's service anniversary date.

Service pins and certificates shall signify years of service at the five year intervals. Employees will receive a certificate, together with the appropriate service pin. Beginning at 15 years of service, employees will also receive a one-time monetary gift, as outlined in the procedure section of this policy.

- III. PROCEDURE:**
- A. Human Resources will identify employees reaching 5, 10, 15, 20, 25, 30, 35, and 40 years of service.
  - B. Human Resources will obtain pins and certificates for qualifying employees and will coordinate distribution and recognition with the employee's manager.
  - C. Employees receiving service awards of 15 year through 40 year awards will receive a one-time monetary gift in the following increments:
    - 15 Years - \$75
    - 20 Years - \$100
    - 25 Years - \$150
    - 30 Years - \$200
    - 35 Years - \$250
    - 40 Years - \$300
  - D. Recognition for 15 year through 40 year awards will be presented at a Board of Commissioners meeting following the employee's actual anniversary date.
    - i. Service awards will be agendized by Human Resources and placed on the appropriate Board of Commissioners meeting, in coordination with the department head or Elected Official.
    - ii. Departments may also choose to recognize service via a proclamation at the Board of Commissioners meeting, which must be drafted, submitted, and presented by the department head in coordination with Human Resources.
- IV. RESPONSIBILITY FOR REVIEW:** The Internal Review Committee shall review this policy as needed or at least once every 10 years.