

ADMINISTRATIVE PROCEDURES



Procedure Number: 23-5

Effective Date: 02/24/1999

Revision Date: _____

C. R. Mulberry
County Administrator

SUBJECT: **SERVICE AWARD PROGRAM**

DEPARTMENT RESPONSIBLE: **Human Resources Department**

I. STATEMENT

The Service Award Program was established to recognize employees for their valuable service to Pima County. The program will consist of a presentation of awards to those eligible recipients.

Distribution of awards will be made on a yearly basis according to the criteria listed below:

- A. Beginning with the fourth (4th) year of continuous service - Blue Pin.
- B. Beginning with the ninth (9th) year of continuous service - Red Pin.
- C. Beginning with the fifteenth (15th) year of continuous service - Black Pin.
- D. Beginning with the twenty-first (21st) year of continuous service - Brown Pin.
- E. Beginning with the twenty-sixth (26th) year of continuous service - Black Portfolio.
- F. Beginning with the thirty-first (31st) year of continuous service - Black Ballpoint Pen.
- G. Beginning with the thirty-sixth (36th) year of continuous service - Black Soft-sides Briefcase.

II. PROCEDURES

The Department of Human Resources will forward service awards for eligible employees during the year in which they become eligible.