



<b><u>Policy 6.9</u></b>	<b><u>Service Award</u></b>		
<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			

## **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 under County Board Jurisdiction.

### **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.