

**EASTERN MUNICIPAL WATER DISTRICT  
HUMAN RESOURCE MANAGEMENT  
POLICIES AND PROCEDURES**



<b>SECTION:</b> Service Awards Policy	<b>DATE:</b> July 2, 1996	<b>PREPARED BY:</b> Human Resources
<b>PAGE:</b> 1	<b>REVISION DATE:</b> February 24, 2000	<b>APPROVED BY:</b> Angela Carman

**OBJECTIVE**

To reward and show appreciation to regular full and part time employees for their years of service to the District.

**POLICY**

All regular full and part time employees of the District are eligible to receive a service pin upon completion of one year of service. Upon completion of five years of service, and each five years thereafter, the employee is eligible to select a service award from a catalog. If any employees' continuous service has been interrupted due to unauthorized absence or separation, followed by rehire, the previous service time shall be used in the calculation of total years of service upon which the service award is based.

One-year service pins shall be presented to the employee by their immediate supervisor. Recipients of five-year service awards and above shall be presented a congratulatory letter and selection catalog by their department head during their anniversary month. Employees receiving awards for ten years or above shall also be presented a certificate by the Board of Directors.

**ADMINISTERING THE SERVICE AWARDS PROGRAM**

The Human Resources/Risk Management department will administer the program (i.e., budget, contract with awards company, selection of award catalogs, etc.), and will process orders.

**AUTHORIZED SIGNATURES ON FILE**