

King County Employee Service Award Program

Policy Number: 2021-0009
Issue Date: 01-12-2021
Replaces: PER 21-1 (AEP)

PURPOSE

King County maintains a service award program for employees in all Executive Departments, offices and agencies. The Service Award Program provides a systematic and meaningful process for recognizing employees who have rendered long and valuable service to the county.

POLICY APPLICABILITY

This policy applies to all employees in the executive branch departments, offices, divisions and agencies, including the Assessor's Office and King County Elections.

DEFINITIONS

"Adjusted Service Date" means seniority or hire date; the date a person was initially hired by the county, adjusted to reflect leaves of absence without pay of over thirty days and/or other temporary lapses in county service.

"Anniversary" means the annual recurrence of the date of an employee's adjusted service date.

"Employing Organization" means the agency, department or division in which the employee serves.

POLICY

Employees will be presented, in an appropriate ceremony, a service award upon or shortly following the fifth anniversary of his/her adjusted service date and upon or shortly following each successive fifth anniversary of their adjusted service date.

Service awards will be presented to employees by the highest level of supervision practicable. Awards for 20 years and over shall be made by the County Executive or their designee in coordination with the King County Council.

The employing organization may utilize letters of appreciation, certificates of merit and other types of recognition which will add a personalized dimension to the presentation.

The utilization of press coverage and other appropriate publicity is encouraged.

PROCEDURES

Action By: Department of Human Resources (DHR)

Action: Compiles a list of employees and adjusted service dates for each employing organization and sends same via the respective designee on or about January 1 of each year.

Action By: Employing Organization

Action: Forwards a list of employees eligible for service awards during the subsequent four-month period to DHR upon notification from the Human Resources Service Award Coordinator or designee. The list shall indicate the name of the eligible employee and his/her years of service.

Orders service awards from the county's qualified service awards vendor at appropriate intervals.

Action By: DHR

Action: For 20-year awards and above, arranges for presentation of certificate to eligible employees by the County Executive or designee in coordination with the King County Council. Also provides for material for supplementary recognition which may include photographs.

Action By: Employing Organization

Action: In the case of 5-, 10- and 15-year awards, plans and arranges for an appropriate presentation ceremony, with presentation made by, at a minimum, the supervisor of the employee's supervisor.

RESPONSIBILITIES

The Department of Human Resources shall:

- Supply a list of employees' adjusted service dates to the Employing Organization designee on or about January 1 of each calendar year;
- Supply service award certificates; and
- In the case of 20-year awards and above, arrange for the appropriate presentation ceremony, and for provide material for supplementary recognition which may include photographs and certificates as appropriate.

The Employing Organization shall submit the necessary information on the service award recipient to DHR on a timely basis and, in the case of 5-, 10- and 15-year awards, arrange an appropriate presentation ceremony.

QUESTIONS

Refer questions or comments to your agency's [Human Resources Manager](#) or the Department of Human Resources.