

# Salt Lake County Human Resources Policy 4-800: Service Awards

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## **Purpose**

This policy outlines recognition for benefit eligible employees for commendable performance and for their years of service with Salt Lake County.

## **I. Policy**

In order to attract and retain a talented workforce, Salt Lake County will offer awards for commendable performance, years of service, and to employees who retire from the organization.

## **II. Procedures**

### **A. Awards for Commendable Performance**

1. An Administrator may recognize an employee's commendable performance by awarding a Letter of Commendation, a Certificate of Appreciation, or leave-with-pay.
  - a. An administrator may provide employees with Letters of Commendation. Such letters will be given to the employee and copies placed in their agency file and their official personnel file.
  - b. An administrator may provide employees with a Certificate of Appreciation. Certificates will be given to the employee and copies placed in their agency file and their official personnel file.
  - c. An administrator may award employees leave-with-pay for up to three days for commendable performance.
    - i. Leave-with-pay granted under this procedure must be used within one year of the award.
    - ii. Leave-with-pay will be taken when mutually agreed upon by the supervisor and employee.
    - iii. When leave-with-pay is awarded, the amount awarded must be recorded in the county's payroll system.
    - iv. A copy of the documentation awarding leave-with-pay must be submitted to the Human Resources Division for inclusion in the employee's official personnel file.

### **B. Awards for Years of Service**

1. The Human Resources Division administers the following Years of Service Awards:
  - a. 5th Year. A certificate of recognition for dedicated service will be provided to each employee at the completion of their 5th year of service.
  - b. 10th Year. A letter of congratulations and certificate of recognition will be provided to each employee at the completion of their 10th year of service. The letter of congratulations will include a website to select an option of a \$100 cash award or a gift of the employee's choice with an equivalent value of \$100 or less.
  - c. 15th Year. A letter of congratulations and certificate of recognition will be provided to each employee at the completion of their 15th year of service. The letter of congratulations will include a website to select an option of a \$150 cash award or a gift of the employee's choice with an equivalent value of \$150 or less.

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- d. 20th Year. A letter of congratulations and certificate of recognition will be provided to each employee at the completion of their 20th year of service. The letter of congratulations will include a website to select an option of a \$200 cash award or a gift of the employee's choice with an equivalent value of \$200 or less.
  - e. 25th Year. A letter of congratulations and certificate of recognition will be provided to each employee at the completion of their 25th year of service. The letter of congratulations will include a website to select an option of a \$250 cash award or a gift of the employee's choice with an equivalent value of \$250 or less.
  - f. 30th Year. A letter of congratulations and certificate of recognition will be provided to each employee at the completion of their 30th year of service. The letter of congratulations will include a website to select an option of a \$300 cash award or a gift of the employee's choice with an equivalent value of \$300 or less.
  - g. 35th Year (any every 5-year increment thereafter). A letter of congratulations and certificate of recognition will be provided to each employee at the completion of their years of service. The letter of congratulations will include a website to select an option of a \$350 cash award or a gift of the employee's choice with an equivalent value of \$350 or less.
2. The Human Resources Division is responsible for issuing the letter of congratulations and certificate of recognition to each employee and their administrator.
  3. Presentation of the years of service awards will be managed by the employee's Division, Department or Elected Office.
  4. Cash awards provided under this policy are compensation and subject to normal payroll taxes. All awards will be charged to the ESR budget.
- C. Awards for Retirement
1. Agencies may spend up to \$200 for food for use at a retirement event for an employee. (refer to Salt Lake County [Countywide Policies](#): 1020- Meals Policy, 1203- Petty Cash, and other Imprest Funds).
  2. A retirement award will be given to employees with a minimum of ten years of service who are eligible for retirement from Salt Lake County and who, prior to their retirement date, conduct an exit interview with the Human Resources Division.
    - a. Employees will be given the following retirement awards to choose from:
      - i. a cash award in the amount of \$150; or
      - ii. a gift in the form of a watch, a wall clock or a desk clock.
    - b. The employee will notify the Human Resources Division of their preferred retirement award. The Human Resources Division is responsible for issuing the cash award or for the procurement of the gift.

### III. References

- A. Human Resources Policy:
  1. 1-200, General Definitions
  2. 5-100, Pay Practices