

I. POLICY

Service awards are given for length of service to the State. This policy is intended to maintain a consistent practice for the Department of Administration in the type and amount of these awards.

II. TYPES OF AWARDS

Service awards are given for length of service at regular intervals defined by this policy. Length of service is defined as the total amount of service that an employee has had with the State of Minnesota in permanent or temporary unclassified positions. It does not include time in Student Worker or temporary positions.

III. ROLES AND RESPONSIBILITIES

The Human Resources Office is responsible for sending each division director a list of employees who are eligible for awards. This list will be sent at the beginning of the calendar year.

Managers are responsible for making sure that employees meet the criteria for receiving service awards defined below.

IV. SERVICE AWARDS

Service awards must be granted within the year they are earned. For instance, an employee who has 20 years of service on April 20, 2008 must be granted their service award by April 19, 2009. Unless specifically approved by the Commissioner's Office, all awards must be obtained from current service award contract(s) which are viewable on the MMD web site.

V. AMOUNT OF AWARDS

Employees are eligible to choose a service award in the appropriate category listed below.

5 years service:	Category A
10 years service:	Category A - C
15 years service:	Category A - D
20 years service:	Category A - F
25 years service:	Category A - G
30 years service:	Category A - H
35 years service:	Category A - I
40+ years service:	Category A - J

SUBJECT: Service Awards

Policy #: 26

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EFFECTIVE: December 2014

SUPERCEDES: September 2008

Employees may choose only one award in these categories. Awards may not be returned or exchanged unless the employee receives an item they did not order.

VI. RETIREMENT

Employees who retire with:

10 - 20 years service – Choose a gift in the appropriate category listed above

21 or more years service – Categories A - K