

124 – SERVICE AND RETIREMENT AWARDS

A. Service Awards

1. Service awards are a uniform method of recognizing a temporary employee who works an average of 20 hours or more per week and a regular employee for the employee's service to the Court System. An employee must have completed the equivalent of three, five, ten, fifteen, twenty, twenty five, thirty, thirty-five, forty, forty-five, or fifty years of employment with the Court System in order to receive a service award.
2. An employee's years of service with the Court System under this policy also includes employment with the county or district clerk of court's offices prior to absorption into the Court System. An employee who leaves employment with the Court System and then returns again begins to accumulate time. That time must be added to the employee's previous service and applied to any future service award.
3. For three years and then every five years of service a certificate and gift certificate up to the following values will be awarded.

3 years	\$25	30 years	\$300
5 years	\$50	35 years	\$350
10 years	\$100	40 years	\$400
15 years	\$150	45 years	\$450
20 years	\$200	50 years	\$500
25 years	\$250		

4. Awards will be presented during the year the employee becomes eligible for an award or during the first quarter of the subsequent year. Cash and gift cards are taxable.

B. Retirement Awards

1. A retirement award will be provided to a regular employee or a temporary employee who works an average of 20 or more hours per week and who has a minimum of fifteen years of service, and who has not been previously recognized for a retirement by the state, as follows:
 - a. An engraved plaque or an equivalent recognition, not to exceed \$100;
 - b. A gift or gift certificate with a value not to exceed \$200;
 - c. A farewell coffee party, provided that the employee agrees to participate; and
 - d. Up to \$200 will be provided for party expenses.
2. Awards are awarded as specified above and may not be combined or substituted for cash. Cash and gift cards are taxable.