



PERSONNEL POLICY BULLETIN



Employee Recognition: Years of Service Awards

Policy Statement

The purpose of this Policy is to establish a means to provide a meaningful manner in which the County may recognize employees who have rendered valuable service to Sarpy County. The County shall provide funding to recognize employees for their dedicated years of service. This Policy applies to full-time and part-time employees for continuous years of service.

This policy is compliant with the Local Government Miscellaneous Expenditures Act, Neb. Rev. Stat. 13-2201, et seq.

Provisions

The County shall acknowledge the following levels of service:

- Five (5) "Years of Service" (*Service Recognition Coin*)
- Ten (10) "Years of Service" (*Service Recognition Pewter Buffalo*)
- Fifteen (15) "Years of Service" (*Service Recognition Coin*)
- Twenty (20) "Years of Service" (*Maximum individual award value: \$200.00*)
- Twenty-five (25) "Years of Service" (*Service Recognition Coin*)
- Thirty (30) "Years of Service" (*Maximum individual award value e: \$300.00*)
- Thirty-five (35) "Years of Service" (*Service Recognition Coin*)
- Forty (40) "Years of Service" (*Maximum individual award value: \$400.00*)*
- Forty-five (45) "Years of Service" (*Service Recognition Coin*)
- Fifty (50) "Years of Service" (*Maximum individual award value: \$500.00*)*

** Note: According to IRS Pub 17, a length of service award that is equal to or less than \$400 in value can be excluded from the employee's taxable income if the award is for length of service of 5 years or more and the employee has not received another length of service award in the previous 4 years. Should the award selected exceed \$400 in value, the amount over \$400 is considered taxable income.*

All employees reaching one of the aforementioned levels of service will also receive a certificate of appreciation.



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Presentations will occur in the quarter following the employee's anniversary:

- 1st quarter anniversaries (January, February, and March): presented in April
- 2nd quarter anniversaries (April, May, and June): presented in July
- 3rd quarter anniversaries (July, August, and September): presented in October
- 4th quarter anniversaries (October, November, and December): presented in January

Processes and Procedures

The processes and procedures for awards are as follows:

- Service Coins (*years 5, 15, 25, 35, and 45*)*
Human Resources will coordinate the purchase of the coins. The coins and prepared certificates will be provided for presentation by the Department Head in the applicable quarter.
- Pewter Buffalos (*year 10*)*
Human Resources will coordinate the purchase of the award. The awards and prepared certificates will be presented at a County Board Meeting in the applicable quarter.
- Individual Awards (*years 20, 30, 40, and 50*)*
At the beginning of each quarter, an employee who will reach a milestone year of service during that quarter will be provided links to websites from which the employee may select an individual award. Once the employee selects an award, the employee will be responsible for notifying Human Resources of his/her selection no less than thirty (30) days before the end of the applicable quarter in order to provide adequate time for processing. Should the employee fail to notify Human Resources of his/her selection, the employee will be provided a standardized gift.
The awards for 10, 20, 30, 40, and 50 years (or presentation packets containing order information) and prepared certificates will be presented at a County Board Meeting in the applicable quarter.

**Employees are not permitted to receive the cash value of an award.*

Special Information: if employees have bypassed a previous award and/or the award has changed, please contact Human Resources if interested in purchasing to complete their collection.