DAKOTA COUNTY
POLICIES AND PROCEDURES MANUAL

Policy 3220 ~~HEROES and Years of Service~~ Employee Recognition Programs

Original Publication Date:

Revision Date(s): 10/1/2013; 4/21/2015; 05/16/2019

Last Reviewed: 05/16/2019

Department: Employee Relations

Board or Administrative: Board

Related Policies:

POLICY STATEMENT

It is the policy of Dakota County to recognize long and faithful service and special accomplishments through public acknowledgement and/or by presenting a token of appreciation to eligible employees in accordance with the guidelines set forth below.

DEFINITIONS

HEROES~~:~~ Honoring Effective Responsive Outstanding Efficient Service Awards

IDEA: Inclusion, Diversity, Equity and Access Leadership Awards

SOURCE

Minn. Stat. 15.46

Administered by Employee Relations Department with approval from County Manager and County Board of Commissioners.

GENERAL

~~Guiding Principles:~~ Employee Recognition Programs

Service Awards
All non-limited full-time and non-limited part-time employees receive service awards upon completion of ten calendar years of ~~continuous~~ service and every five calendar years of service thereafter.

Employees who retire with ten or more years of service receive a token of recognition honoring their service to the County.

HEROES

Awards given to collaborating groups of County employees whose efforts and outcomes exemplify the County's mission of "Efficient, Effective, Responsive government."

IDEA

Awards intended to recognize the outstanding efforts of County employee groups and individuals who have worked to make Dakota County a more inclusive, diverse, accessible and equitable organization through the support and advancement of the County's inclusion, diversity and equity goals.

PROCEDURES

The ~~Service Award Program~~ employee recognition programs are ~~is~~ administered by the Employee Relations Department, which has the responsibility to:

1. Administer those funds allocated by the County Board for ~~the Service~~ each employee~~Award~~recognition p~~P~~rogram.
2. Provide specific recommendations to the County Board regarding the type of ~~service~~ award for each ~~service anniversary~~recognition program.
3. Identify employees eligible for ~~service awards~~each recognition program and order appropriate awards.
4. Present to the County Board an annual listing of the employees receiving S~~s~~ervice, HEROES and IDEA awards.

~~Each year the County Board designates one day as Employee Recognition Day. County employees who are celebrating an anniversary of 20 or more years are invited to attend the Board meeting on Employee Recognition Day.~~

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Board Resolution or Manager Signature: Res. 15-192; 4/21/2015