

## **CHAPTER 11.02 STANDARDS**

<i>11.02.01</i>	<i>Policy Statement</i>
<i>11.02.02</i>	<i>Current Employees</i>
<i>11.02.03</i>	<i>Separating or Retiring Employees</i>
<i>11.02.04</i>	<i>Private Citizens</i>
<i>11.02.05</i>	<i>County Officials</i>
<i>11.02.06</i>	<i>Employee and Volunteer Recognition</i>

### **11.02.01 Policy Statement**

It shall be the policy of the Board of Supervisors to recognize its employees for the service which they have rendered to the County and to recognize private citizens who have given outstanding service to their community.

### **11.02.02 Current Employees**

Persons currently employed with the county as regular full-time or regular part-time employees shall be entitled to receive a service pin upon the recommendation of the department head as follows:

- A. After an equivalent of five years of full-time service: a pin having a white center, green outer circle, on gold metal.
- B. After an equivalent of ten years of full-time service: a pin having a green center, white outer circle, on gold metal.
- C. After an equivalent of twenty years of full-time service: a pin having a green center, gold outer circle, on silver metal.
- D. After an equivalent of thirty years of full-time service: a pin having a black center, gold outer circle, on silver metal.

### **11.02.03 Separating or Retiring Employees**

Persons separating or retiring from county employment upon the recommendation of the department head, shall be entitled to the following:

- A. Employees with five to ten years of continuous service to the County, a letter of appreciation to be presented at a regular meeting of the Board of Supervisors by the Chairman.
- B. Employees with more than ten years of continuous service to the County, a Resolution of Appreciation and Commendation to be presented by the Chairman at a regular meeting of the Board.

### **11.02.04 Private Citizens**

The Chairman of the Board of Supervisors shall, upon recommendation and concurrence of the Board, present a Resolution of Appreciation and Commendation at a regular meeting thereof to private citizens who have given outstanding service to their community. If posthumously, the presentation will be made to the surviving family.

### **11.02.05 County Officials**

Upon election or appointment members of the Board of Supervisors and all Department Heads shall be entitled to receive the service pin described in Section 11.02.02 (A) (five-year pin).

### **11.02.06 Employee and Volunteer Recognition**

Agency heads shall have the option to recognize employee and volunteer efforts through promotional items such as food, refreshments, and plaques and other minor awards. Awards in excess of \$25 per employee must be pre-approved by the Board of Supervisors. This cost of this recognition shall be paid from the agency's budget.

## **CHAPTER 11.03 EMPLOYEE RECOGNITION DAY**

- 11.03.01 Date*
- 11.03.02 Activity*

### **11.03.01 Date**

Employee recognition day may be held one time per calendar year.

### **11.03.02 Activity**

Employee recognition day may have an activity designed to recognize all county employees for their service. The activity may include, but not be limited to, a luncheon hosted by the Members of the Board of Supervisors and Department Heads. All persons currently employed by Glenn County shall be welcome at the activity.

## **CHAPTER 11.04 PROCEDURE**

- 11.04.01 Department Head Responsibility*
- 11.04.02 Funding*

### **11.04.01 Department Head Responsibility**

#### **A. Current Employees**

1. Upon Completion of Five Years of continuous Service. The department head shall obtain from the Clerk of the Board, a five year pin and a letter of appreciation from the Board to the employee (two weeks advance notice in writing to the Clerk is required). The department head may then present the letter and pin to the employee at an appropriate time.
2. Upon Completion of 10, 20 or 30 Years of continuous Service. The department head shall notify the Clerk of the Board in writing two weeks in advance of the proposed date of presentation, the name and number of years of service of the employee. The Clerk shall provide the appropriate service pin for presentation by the Board chairman at a regular meeting of the Board of Supervisors.

#### **B. Separating/Retiring Employees**

1. Five to ten years of continuous Service. The department head shall provide to the Clerk of the Board, two weeks in advance of the regular meeting at which the presentation is to be made, a final draft of the letter of appreciation to the employee. The Clerk shall then prepare the final letter on Board letterhead for presentation by the chairman of the Board.
2. More than Ten Years of continuous Service. The department head shall provide to the Clerk of the Board, two weeks in advance of the regular meeting at which the presentation is to be made, a final draft of the Resolution of Appreciation and Commendation for the employee. The Clerk shall then prepare the final resolution for presentation by the chairman of the Board.

C. Outstanding Service by Private Citizens. The appropriate member or members of the Board, department head(s), or private citizen(s) shall provide the final draft of the Resolution of Appreciation and Commendation to the Clerk two weeks before the proposed date of presentation. The Clerk shall prepare the final resolution for presentation by the chairman of the Board.

### **11.04.02 Funding**

Costs of pins to be presented shall be paid for out of the Clerk of the Board budget.