

## Employee Service Award Program

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### PURPOSE

King County maintains a service award program that provides a systematic and meaningful process for recognizing employees who have provided long and valuable service to the county.

### POLICY APPLICABILITY

The County's *Employee Service Award Program* policy applies to all employees in the executive branch departments, offices, and divisions ("departments"), including the Assessor's Office and King County Elections.

### DEFINITIONS

"*Adjusted Service Date*" means the date a person was initially hired by the county, adjusted to reflect leaves of absence without pay over thirty days and/or other temporary lapses in county service.

"*Anniversary*" means the annual recurrence of the date of an employee's adjusted service date.

### POLICY

Employees will be presented, in an appropriate ceremony, a service award upon or shortly following the fifth anniversary of their adjusted service date, and upon or shortly following each successive fifth anniversary of their adjusted service date. Employees who retire from the county with at least five years of county service may also be presented with an award upon retirement in recognition of their years of service.

Service awards will be presented to employees by the highest level of supervision practicable. Twenty-year awards and above shall be made by the County Executive or their designee in coordination with the King County Council.

The departments may utilize letters of appreciation, certificates of merit, and other types of recognition which will add a personalized dimension to the presentation.

### PROCEDURES

The Department of Human Resources (DHR) compiles a list of employees who are eligible for a service award during the upcoming calendar year and sends the list to the departments on or about January 1 of each year. The Council Clerk informs DHR of the dates of the service award ceremonies and DHR communicates those dates to the departments. The departments shall submit a certificate request to DHR by the due dates provided by DHR. The request will include the name of the eligible employee and their years of service.

The departments may also order service award items for individual employees from a vendor of their choosing. DHR will provide a catalog of items upon request. The employees are eligible for an award of the approximate value below:

10-year:	\$30-\$55
15-year:	\$55-\$65
20-year:	\$65-\$80
25-year:	\$80-\$100
30-year:	\$100-\$120
35-year:	\$120-\$140
40-year:	\$140-\$160
45-Year:	\$160-\$180
Retirement:	\$180-\$200

For twenty-year awards and above, DHR arranges for presentation of certificates to eligible employees by the County Executive or designee in coordination with the King County Council, which may include photographs, if the employee chooses.

In the case of five-, ten- and fifteen-year awards, the departments plan and arrange for an appropriate presentation ceremony, with presentation made by, at a minimum, the supervisor of the employee's supervisor.

## QUESTIONS

Refer questions or comments to your agency's [Human Resources Manager](#) or the Department of Human Resources.