

PUBLIC SERVICE COMMISSION

SERVICE AWARDS

POLICY 3-09-91 (2)

December 14, 2005

A. PURPOSE

To establish guidelines for the presentation of service awards as provided for in North Dakota Administrative Code Chapter 4-07-18.

B. POLICY

Service awards will be given to Commission employees in a manner consistent with the provisions of state law and administrative rules. For purposes of clarification, the Commission states the following:

1. Service awards will be given in December of each year and will recognize years of service attainments achieved during that calendar year.
2. Employee service at North Dakota state institutions of higher education will be credited towards total years of state service in determining eligibility for service awards.
3. Employees will be given a certificate for five and ten years of service with the Commission.
4. Employees will be given a recognition award and certificate for years of service with the Commission beginning with the fifteenth year of service and updated for five year increments thereafter.
5. Rewards with a value not to exceed those provided for by state administrative rules will be presented to employees based on total years of state service.

REFERENCES

- (0) PSC Minutes, December 17, 1991
- (1) PSC Minutes, April 30, 1996
- (2) PSC Minutes, December 14, 2005