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## **AWARDS**

Employees are recognized for dedicated service to the state of North Dakota.

### **Employee of the Year**

An Employee of the Year is selected annually in each of the districts and in the central office. Each Employee of the Year receives a framed certificate and a gift in recognition of his or her contributions and service to the department.

The photos of the current Employee of the Year recipient and some past recipients of the award are on display in Central Office and in each district. In addition, an engraved plaque displays the names of all the award recipients.

### **Years of Service**

The Years of Service awards apply to all regular and appointed employees who have completed 5, 10, 15, 20, 25, 30, 35, 40, or more years of full-time employment with the state. Employees who have left state employment and return begin to accumulate time which is added to previous years of service to determine service awards.

Employees receive a framed certificate and a gift for the completion of each five-year increment of service. Framed certificates and gifts are given in the month that marks the completion of each five-year period.

Employees who complete 25 years of service with the department receive a silver coin in the month the 25 years are completed.

The photos of the employees who have achieved 25 years with the department are on display in Central Office and in each district.

If an award-deserving employee passes away prior to the distribution of the award, the certificate and gift is given posthumously to the recipient's family.

**Retirement**

An employee retiring from the department is recognized for his or her years of service to the state with a framed certificate and gift. An employee must have a minimum of 15 years of service to receive a gift. The value of the award depends on the employee's years of service when he or she retires from the department. No employee may be recognized for more than one retirement.

### **Walter R. Hjelle Award**

Any current department employee or any department employee retired within three years of the date the award is given is eligible. Nominees may come from any division, district, or classification, but should have made a long-term (20 or more years), outstanding contribution to the department.

The award is given during or near National Transportation Week in late May each year and consists of a plaque and a gift.

<p><b>DISCLAIMER:</b> North Dakota Department of Transportation (NDDOT) Personnel Policies are not intended as a contract of employment and do not constitute one. NDDOT may change, delete, suspend, or discontinue any policy or benefit described herein at any time with or without prior notice.</p>
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