

## UNIFIED JUDICIAL SYSTEM

Policy 122

August 24, 2005

**SERVICE AWARD PROGRAM**

This policy provides a uniform method of recognizing employees for their service to the judiciary. An employee's years of service with the judiciary under this policy includes employment with the unified judicial system, and with district or county courts or clerk of court's offices before they were absorbed into the unified judicial system. An employee, judge, or justice who leaves employment with the unified judicial system and later returns, again begins to accumulate time that shall be added to the previous service and applied to any future service award. Service and retirement awards may be postponed or withheld if there are documented performance concerns until the matter has been resolved according to policy.

**A. Service Award**

A service award shall be granted to an employee who occupies a position within the unified judicial classification system and has completed five, ten, twenty, twenty-five, thirty, thirty-five, forty, forty-five, or fifty years of employment with the judiciary. An employee shall be awarded for years of service as follows:

Completion of 5 years service	Framed 5-year certificate and a gift or certificate not to exceed \$25
Completion of 10 years service	10-year certificate and a gift or certificate not to exceed \$50
Completion of 15 years service	15-year certificate and a gift or certificate not to exceed \$75
Completion of 20 years service	20-year certificate and a gift or certificate not to exceed \$200
Completion of 25 years service	25-year certificate and a gift or certificate not to exceed \$225
Completion of 30 years service	30-year certificate and a gift or certificate not to exceed \$250
Completion of 35 years service	35-year certificate and a gift or certificate not to exceed \$275

Completion of 40 years service	40-year certificate and a gift or certificate not to exceed \$300
Completion of 45 years service	45-year certificate and a gift or certificate not to exceed \$400
Completion of 50 years service	50-year certificate and a gift or certificate not to exceed \$500

B. Retirement Award

A retirement award shall be granted to an employee, judge, or justice who occupies a position within the unified judicial system and has a minimum of fifteen years of service with the judiciary. An employee, judge, or justice may not be recognized for more than one retirement. The retiring employee, judge, or justice shall be awarded at retirement, as follows:

An engraved plaque or an equivalent recognition, not to exceed \$100. A gift or a certificate not to exceed \$200. If an employee agrees to participate in a farewell coffee party, up to \$200 will be provided for party expenses.

C. Effective Date

This policy is effective for awards accruing after January 1, 2005.

D. Funding

Service and retirement awards are subject to availability of judiciary-appropriated funds. If funds are not available at the time an awarded is earned under this policy, the earned award shall be stayed. The state court administrator shall monitor the budget and approve the award disbursement when funds are available. Cash may not be substituted for gifts; however, a gift certificate may be awarded.