

In response to question 3D:

**01-85. Employee Service Award Program (Revised 10/05 ML #2978)**

The purpose of the Service Award Program is to recognize dedicated individual employees who complete certain total years of employment with the State. Service awards may be postponed or withheld if there are documented problems with an employee's performance.

An employee must have completed five, ten, fifteen, twenty, twenty-five, thirty, thirty-five, forty, forty-five, or fifty years of employment with the state in order to receive a service award. An employee who leaves employment with the state and then returns, again begins to accumulate time. That time must be added to the employee's previous service and applied to any future service award. (REF: NDAC Section 4-07-18-04)

For purposes of the Service Award Program, the Department considers that if an employee is on the payroll any hours during a month, the employee is credited with that month's service. The Department presents service awards (OC Tanner, MasterCard Gift Card, or US Savings Bond) during the quarter the employee becomes eligible for the award.

Employment in a county social service board, a cooperative education program or an internship may not be applied toward the service award program. Full-time emergency or temporary state service, if the employee's status changes to regular, and time spent on full-time Department paid educational leave will be applied to the program.

Each employee should complete the "Service Award Questionnaire" form to establish accurate records of the employee's status for purposes of the service award program. Service awards to an employee shall be presented by the employee's division director, human service center director or Superintendent.

The DHS Human Resource Division is responsible for identifying those employees to be honored. Divisions are responsible for ordering the awards. The ND State Hospital and the Developmental Center maintain their own service award records for their employees.

The service awards are as follows:

Five years - certificate and plaque.

Ten years - certificate and \$100 face value US Savings Bonds, a gift not to exceed a value of \$50, **OR** a \$50 gift card.

Fifteen years - certificate and \$150 face value US Savings Bonds, a gift not to exceed a value of \$75, **OR** a \$75 gift card.

Twenty years - certificate and \$400 face value US Savings Bonds, a gift not to exceed a value of \$200, **OR** a \$200 gift card.

Twenty-five years – certificate and \$450 face value US Savings Bonds, a gift not to exceed a value of \$225, **OR** a \$225 gift card.

Thirty years – certificate and \$500 face value US Savings Bonds, a gift not to exceed a value of \$250, **OR** a \$250 gift card.

Thirty-five years – certificate and \$550 face value US Savings Bonds, a gift not to exceed a value of \$275, **OR** a \$275 gift card.

Forty years – certificate and \$600 face value US Savings Bonds, a gift not to exceed a value of \$300, **OR** a \$300 gift card.

Forty-five years – certificate and \$800 face value US Savings Bonds, a gift not to exceed a value of \$400, **OR** a \$400 gift card.

Fifty years - certificate and \$1000 face value US Savings Bonds, a gift not to exceed a value of \$500, **OR** a \$500 gift card.

**Please Note:** US Savings Bonds are taxable; gifts or gift certificates are non-taxable.