

## 21 AWARDS - 3D

### 21-1 Service Awards

A service award is given to a Department employee who completes certain years of employment with the State of North Dakota.

An employee must have completed the equivalent of 5, 10, 15, 20, 25, 30, 35, or 40 years of full-time employment with the state. An employee who leaves employment with the state and then returns will accumulate service time which will be added to their previous service years. (N.D. Admin. Code § 4-07-18-04.)

An employee who completes the following full-time equivalent lengths of state service will be eligible for the corresponding service award:

5 years - plaque, gift, or gift certificate not to exceed	\$25.00
10 years - plaque, gift, or gift certificate not to exceed	50.00
15 years - plaque, gift, or gift certificate not to exceed	75.00
20 years - plaque, gift, or gift certificate not to exceed	200.00
25 years - plaque, gift, or gift certificate not to exceed	225.00
30 years - plaque, gift, or gift certificate not to exceed	250.00
35 years - plaque, gift, or gift certificate not to exceed	275.00
40 years - plaque, gift, or gift certificate not to exceed	300.00
45 years - plaque, gift, or gift certificate not to exceed	400.00
50 years - plaque, gift, or gift certificate not to exceed	500.00

### 21-2 Retirement Award

A retirement award will be provided to an employee who has a minimum of 15 years of state service, and who has not been previously recognized for a retirement by the state, as follows:

1. A plaque with certificate or letter signed by the Governor.
2. A gift with a value not to exceed \$200.
3. A farewell party, provided that the employee agrees to participate.

Retirement awards may be withheld if there are documented problems with an employee's performance.

### **21-3 Retirement Events**

The Department may host a retirement party at an appropriate location with the agreement of the retiree. The Department may purchase the following for the event:

1. Cake or dessert.
2. Snacks or appetizers.
3. Non-alcoholic beverages.
4. Disposable plates, cups, napkins and flatware.