

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR COLUMBIA COUNTY, OREGON

In the Matter of Adopting a Recognition Program)
for Length of Service)
_____)

ORDER NO. 08-02

WHEREAS, the County has an interest in promoting employee retention and improving employee morale; and

WHEREAS, the County will advance this interest by recognizing the service of long-term employees.

NOW, THEREFORE, IT IS HEREBY ORDERED that the Recognition for Length of Service Program attached as Exhibit A is adopted; and

FURTHER, IT IS HEREBY ORDERED that the Human Resources Director from time to time as needed, amend the Program without further authorization from the Board of County Commissioners.

DATED this 13th day of February, 2002.

Approved as to form

By: John W. [Signature]
Office of County Counsel

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

By: [Signature]
Anthony Hyde, Chair

By: [Signature]
Rita Bernhard, Commissioner

By: [Signature]
Joe Corsiglia, Commissioner

Exhibit "A"
Recognition for Length of Employment
Program

Who gets an award. Employees whose official hire date was a multiple of five years on or before December 31 of each year, beginning with the tenth year, are eligible for an award. Sometimes an employee has had two terms of employment (left to take a job outside the County, then returned). In this case, add all terms of employment to determine an award. Time spent as a temporary employee will not be counted.

If an employee retires after reaching one of these five year levels but before the annual Holiday Party, the employee shall receive the recognition award in addition to the retirement plaque or other retirement gift given.

Form of awards.

Engraved Service Pin for 10 years (up to \$10/each)
Engraved Service Pen for 15 years (up to \$15/each)
Choice of *Engraved pen/pencil set* or *Engraved Ring Binder* for 20 years (\$25/each)
Choice of *Engraved Cherry Arch Clock* or *Engraved Inspiration Clock* or *Embroidery Hutch gift certificate* for 25 years (\$35/each)
Choice of *Engraved Crystal Globe and Pens set* or *Engraved Book Shaped Clock* or *Embroidery Hutch gift certificate* for 30 years (\$50/each)
Individual gift for 35 years (\$75/each)
Individual gift for 40 years (\$100/each)

Responsibility. Human Resources will be responsible for ordering the appropriate items each year. HR will annually place an order for all employees to be recognized at the Holiday Part. HR will also be responsible for ordering invitations and sending out invitations to employees and their department heads.

Presentation. Awards will be given by all three Commissioners at the annual County Holiday Celebration. Each employee eligible will receive a special invitation (sent by HR) to attend. Non-attendees will be sent their award with form letter. Department heads will be sent a copy of the invitation so they can be present as well.