

State of California

MEMORANDUM

Date: March 12, 1991

Reference Code: 91-19

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

PERSONNEL OFFICERS

From: Department of Personnel Administration
Classification and Compensation Division

Subject: State Employee Service Award Program

We are in the process of bidding a new service award program for State employees. This will replace the current pin and certificate with a variety of more expensive items from which the employee may choose the gift they prefer.

Under this new program, departments will be provided brochures and order forms to order employee service awards for 25 years of service and upon retirement with 25 or more years of service. Departments will send their orders directly to the private vendor who will prepare the award and send it along with a bill back to the department who will pay the vendor.

In order to give the vendors adequate information, we need the addresses of each ordering/shipping point within your department. You may find it is best to run everything through someone in headquarters, or if you are a large department with several districts/sites, it may be better to have a brochure and a supply of order forms sent to each site. For instance, the Department of Corrections may find it easier to have each institution on the mailing list as a separate order/shipping point as well as headquarters. When you send us your mailing list, give us an estimate of how many color brochures you will need at each site. Remember, these brochures are kept by the service award ordering person NOT the employee receiving the award, so a couple of brochures per site should be adequate. We would also like a rough estimate of the number of employees at each site. Departments who have employees on the Service Award Task Force should coordinate this information through that employee. PLEASE PROVIDE THIS INFORMATION TO THE BELOW ADDRESS NO LATER THAN MARCH 25, 1991.

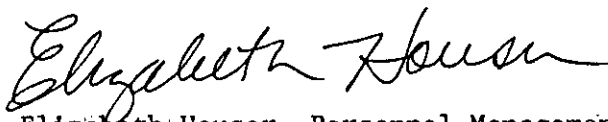
Department of Personnel Administration
1515 "S" Street, North Building, Suite 400
Sacramento, CA 95814-7243
Attn: Elizabeth Houser

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The Service Award Task Force members are:

<u>NAME</u>	<u>DEPARTMENT</u>
Eia Lehman	Caltrans
Janet Alcanter	Corrections
Charlene Wiseman	Motor Vehicles
Kim Tuttle	Education
James Wheatly	Employment Development Department
Julie Kreig	Forestry
Karen Davis/Catherine Butcher	Franchise Tax Board
Judy Esola	General Services
Marsha Anderson	Health Services
Crystal Risse	Student Aid Commission

Questions regarding this program should be directed to me at (916) 324-0446,
ATSS 454-0446, 1515 "S" Street, North Building, Suite 400, Sacramento,
CA 95814-7543.



Elizabeth Houser, Personnel Management Analyst
Classification and Compensation Division