

State of California

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: August 28, 1992
Reference Code: 92-97

THIS MEMORANDUM SHOULD BE DISTRIBUTED
TO ALL PERSONNEL OFFICE STAFF AND
SERVICE AWARD PROGRAM COORDINATORS

From: Department of Personnel Administration

Subject: State Employee Service Award Program

The State Employee Service Award Program is scheduled to begin in October 1992. This program, which is authorized by Government Code 19849.9, allows departments to present a memento to employees who have completed 25 years or more of State service and to retiring employees who have completed 25 years or more of State service as of their retirement date. The service awards for employees with 40 years or more of State service have been eliminated.

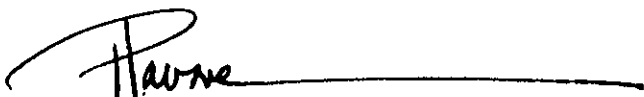
Under the program, eligible employees will be able to select a memento from a variety of items. A watch, desk clock, western belt buckle, hunting knife, wall plaque, writing instrument, charm bracelet, or lapel pin are available to employees who have completed 25 years or more of State service. A framed certificate is provided with each 25-year award. A watch, signet ring, crystal vase, acrylic sculpture, or mantel clock are available for retiring employees who have completed 25 years or more of State service as of their retirement date.

Please note that a certificate is not automatically provided with the mementos for retiring employees with 25 years or more of State service. However, an unframed retirement certificate may be obtained at no cost from the Secretary of State's Office at (916) 445-6371/ATSS 485-6371. This certificate is available for any retiring employee regardless of the number of years of State service.

Employees who are being awarded under this program must be presented a memento: (1) within one year of completing 25 years of State service; and (2) within 60 days of the retirement date for retiring employees with 25 years or more of State service.

The Department of General Services (DGS), Office of Procurement, has contracted with a vendor to provide these mementos. The mementos are ordered directly from the contractor on a contract/delegation order (Std. 65). Once the program is in place, the Office of Procurement will send informational brochures, ordering instructions, and contract notifications to all departmental Service Award Program coordinators.

Updates to DGS' departmental Service Award Program coordinators mailing list and questions regarding the mementos, program brochures, or ordering procedures should be directed to Rhonda Wilson of DGS at (916) 323-2223/ATSS 473-2223. Policy questions should be directed to Terri Yee of the Department of Personnel Administration at (916) 324-0533/ATSS 454-0533.


Patricia Pavone, Chief
Benefits and Training Division