

# Length of Service Award Policy

## Overview

## Description

The Minnesota Department of Human Services (DHS) will recognize employees for their length of service with the state every 5 years.

## Reason for Policy:

The purpose of this policy is to establish guidelines and procedure for administering length of service awards.

## Applicability:

This policy and its procedures apply to all DHS employees.

## Failure to Comply:

Failure to comply with this policy and its procedures may result in disciplinary actions or termination.

## Policy:

- Individual business units or divisions may choose to issue certificates for five years of state service.
- Employees who have completed 10, 15, 20, 30, 35, 40, 45, 50 or more years of state service at five-year increments and upon an employee's retirement from the department receive a service award and may also receive a certificate.
- Employees are able to select a gift for their length of service based on the following categories:
  - 10 Years Level A
  - 15 Years Level A-B
  - 20 Years Level A-C
  - 25 Years Level A-D
  - 30 Years Level A-E
  - 35 Years Level A-F

- 40 Years Level A-G
  - 45 Years Level A-H
  - 50 Years or more Level A-I
  - Retirement with <25 years: Level A-D
  - Retirement with 25+ years: Level A-K
- An individual retiring in the year they are to receive a service award may also receive a retirement gift.

## Procedures:

- Central Office and Direct Care and Treatment (DCT) may develop instructions identifying the person(s) responsible to administer the service awards and the timing and method of presenting the service award and/or certificate of service.
- The designated award representative provides employees access to online catalogs containing award options.
- The designated award representative must complete and secure approval for appropriate special expense purchases such as food and beverages using the Request to Incur Special Expenses Form (DHS-3274). More detailed information on allowable special expenses for employee recognition events is provided in the Policy on Special Expense Reimbursement.
- Employees may choose the service award from the online gift catalogs.
  - For length of service awards, employees may choose within their years of service category or lower.
  - For retirement awards, employees with less than 25 years of state service may choose a gift from within their years of service category or lower. Employees with 25 years of state service or more may choose an award from Category K or lower.
  - An individual retiring in the year they are to receive a service award may also receive a retirement gift.
- Employees must provide the designated award representative with their gift choice.
- The designated award representative ensures the gift the employee ordered is from a category proportionate with the employee's years of service.
- The designated award representative ensures the award is ordered, paid for through the state accounting system, and delivered to the employee at the appropriate address.

## Form that Applies:

Request for Approval to Incur Special Expenses Form (DHS-3274).

## Related Policies and References:

[Policy on Special Expense Reimbursement](#)

## Legal Authority:

[Minnesota Statute Chapter 254.03](#)

## Standards:

A reference to all related standards.

## Definitions:

**Designated award representative:** The employee designated by the appointing authority to coordinate the service and retirement award process.

**State service:** The cumulative time employed with the State of Minnesota in the Executive, Legislative or Judicial branches of government, regardless of a break in service.

## Policy Contact(s):

Human Resources Office; **Email:** [dhs.co.hr@state.mn.us](mailto:dhs.co.hr@state.mn.us)

## Policy History:

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This policy and its procedures remain in effect until rescinded or updated.