Minnesota Department of Corrections

Policy Number:	**103.019**
Title:	**Length of Service Awards**
Effective Date:	**6/16/20**

PURPOSE: To outline procedures for recognizing employees' length of service to the State of Minnesota.

APPLICABILITY: Department-wide

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

State service – time served as a state employee regardless of a break in service.

PROCEDURES:

A. Employees are recognized for their length of service with the state every five years. Employees who have completed 5, 10, 15, 20, 25, 30, 35, or 40 or more years of state service at five-year increments, and upon their retirement from the department, receive a service award and may also receive a certificate.

B. Facilities, central office, and community services may develop operating procedures 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.

C. The designated award representative provides employees access to online catalogs containing award options.

D. Employees may choose the service award from the online gift catalogs.
   1. Length of service – employees may choose within their years of service category:
      - 5 years – Category A
      - 10 years – Categories A-C
      - 15 years – Categories A-D
      - 20 years – Categories A-F
      - 25 years – Categories A-G
      - 30 years – Categories A-H
      - 35 years – Categories A-I
      - 40 or more years – Categories A-J

   2. Retirement
      a) With less than 25 years of state service – the employee may choose a gift from the category up to or commensurate with years of service completed.
      b) With 25 years or more of state service, the employee may choose an award from Categories A-K.

E. Employees must complete the award selection form (available online with the catalogs) and submit the form to the designated award representative.

F. The designated award representative ensures the gift the employee ordered is from a category commensurate with the employee's years of service.

G. The designated award representative ensures the award is ordered, paid for and recorded through the state accounting system, and delivered to the employee at the appropriate address.

INTERNAL CONTROLS:

A. The designated award representative records the gift order and payment in the state's accounting system.

ACA STANDARDS: None

REFERENCES: Minnesota Management and Budget Administrative Procedure 4.4, "Special Expenses"
Online Catalog:
https://www.peopleareeverything.com/
https://awards.mtmrecognition.com/stateofmn
https://www.co-store.com/mnserviceawards

REPLACES: Policy 103.019, "Length of Service Awards," 4/16/19.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVED BY:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Criminal Justice Policy, Research, and Performance

Instructions
103.019CO/FS, "Service Awards"