GENERAL ADMINISTRATION
EMPLOYEE

043 GENERAL OFFICE POLICIES

043.10 Employee Service Recognition Policy

043.10.1 Purpose

The purpose of this policy is to define the Human Services Department (HSD) employee service recognition program.

043.10.2 Definitions

A. "Break in employment" means any period of separation from HSD of at least one workday of not being in classified service.

B. "Continuous service" means no break in employment at HSD.

C. "Employee" means a career or term HSD employee.

043.10.3 Policy

HSD recognizes its employees who, through many years of service, have helped the department carry out it its mission. The HSD Employee Service Recognition Policy recognizes employees with specified levels of tenure by authorizing awards for continuous service with the department.

043.10.4 Award Levels

HSD employees may receive recognition in increments of 5, 10, 15, 20, 25 and 30 years of continuous service.

043.10.5 Program Implementation

HSD's Office of the Secretary distributes letters of recognition and certificates through the Office of Human Resources. Divisions are encouraged to arrange for presentation of the awards at staff meetings, luncheons, or other employee gatherings, during or after work hours.

043.10.6 References

1.7.1.7 NMAC 1978

APPROVED: DATE:

PAMELA S. HYDE, J.D., Secretary 7/9/09