

## **CHAPTER 4-07-18 SERVICE AWARD PROGRAMS**

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### **4-07-18-01. Scope of chapter.**

This chapter applies to all state agencies, departments, institutions, and boards and commissions that employ individuals in positions classified by human resource management services.

**History:** Effective September 1, 1992; amended effective November 1, 1996; July 1, 2004.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12(1)

### **4-07-18-02. Requirement for service award program.**

Each agency, department, institution, board and commission shall recognize certain service anniversaries of classified employees by implementing and administering a service award program. Service awards may be postponed or withheld if there are documented problems with an employee's performance.

**History:** Effective September 1, 1992; amended effective July 1, 2004.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12(1)

### **4-07-18-03. Retroactivity.**

The required service award program may not be retroactive. However, all times worked in the employment of the state prior to January 1, 1986, must be counted toward any future service award.

**History:** Effective September 1, 1992.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12(1)

### **4-07-18-04. Length of service required to receive award.**

An employee must have completed three, five, ten, fifteen, twenty, twenty-five, thirty, thirty-five, forty, forty-five, or fifty years of employment with the state in order to receive a service award. An employee who leaves employment with the state and then returns, again begins to accumulate time. That time must be added to the employee's previous service and applied to any future service award.

**History:** Effective September 1, 1992; amended effective July 1, 2004; July 1, 2008.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12(1)

### **4-07-18-05. Service award types.**

The types of service awards that are given to employees must be provided as follows:

1. Following the completion of three years; certificate or plaque, and a gift not to exceed a value of twenty-five dollars.
2. Following the completion of five years; certificate or plaque, and a gift not to exceed a value of fifty dollars.
3. Following the completion of ten years; certificate or plaque, and a gift not to exceed a value of one hundred dollars.
4. Following the completion of fifteen years; certificate or plaque, and a gift not to exceed a value of one hundred fifty dollars.
5. Following the completion of twenty years; certificate or plaque, and a gift not to exceed a value of two hundred dollars.
6. Following the completion of twenty-five years; certificate or plaque, and a gift not to exceed a value of two hundred fifty dollars.
7. Following the completion of thirty years; certificate or plaque, and a gift not to exceed a value of three hundred dollars.
8. Following the completion of thirty-five years; certificate or plaque, and a gift not to exceed a value of three hundred fifty dollars.
9. Following the completion of forty years; certificate or plaque, and a gift not to exceed a value of four hundred dollars.
10. Following the completion of forty-five years; certificate or plaque, and a gift not to exceed a value of four hundred fifty dollars.
11. Following the completion of fifty years and every five-year increment thereafter; certificate or plaque, and a gift not to exceed a value of five hundred dollars.

**History:** Effective September 1, 1992; amended effective July 1, 2004; July 1, 2008.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12(1)

#### **4-07-18-06. Retirement awards.**

A retirement award shall be provided to an employee who has a minimum of fifteen years of state service, and who has not been previously recognized for a retirement by the state, as follows:

1. A retirement certificate signed by the governor and/or a plaque.
2. A gift with a value not to exceed two hundred dollars.

A farewell party may be provided upon agreement of the employee and the agency. Retirement awards may be withheld if there are documented problems with an employee's performance.

**History:** Effective September 1, 1992; amended effective July 1, 2004.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-44.3-12(1)

**4-07-18-07. Payment type.**

An agency may not provide physical cash as a form of payment. Payment to an employee as part of a service or retirement award program must be issued through one of the following approved methods: payroll adjustment, gift certificate, general-use prepaid gift card, or another office of management and budget-approved cash-equivalent payment method.

**History:** Effective September 1, 1992; amended effective July 1, 2004; July 1, 2026.

**General Authority:** NDCC 54-44.3-12

**Law Implemented:** NDCC 54-06-32, 54-44.3-12(1)