

Policy 6000

From Human Resources

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PERSONNEL POLICY

MANUAL

MoDOT Personnel Policy Title: Service Awards

Policy Number: 6000 **Chapter Title:** Department Awards

Effective Date: July 1, 2008

Supersedes Policy Number: 6000 **Dated:** December 1, 2005

Approved By: Micki Knudsen, Human Resources Director

(Signature on file)

POLICY STATEMENT

Full time and permanent part-time employees will be honored for their long tenure with the department during annual presentation programs. Service awards will be provided at five-year intervals, beginning when employees complete five years of employment. Districts/divisions/offices will follow the requirements of Financial Policy “Department Provided Food,” for the service award receptions and banquets.

PROVISIONS/REQUIREMENTS

1. Service awards will be provided to employees in recognition of their years of employment with the department. Years of employment will be calculated based upon employees' department hire dates, unless their department service dates are adjusted due to absences that are not creditable service with the department. Absences that will not be counted as creditable department service time include:

A. A break in employment of greater than 30 days, such as when an employee resigns and is re-hired a year later.

B. Leaves of absence of at least 80 consecutive hours under Personnel Policy 3504, "Educational Leave Without Pay," or 3509, "Special Leave Without Pay."

2. Employees who transfer from another state agency to MoDOT under an Executive Order will have their service with the prior state agency counted as if it was service with MoDOT for the purpose of this Service Award program. Employees who transfer to MoDOT and were not part of a transfer under an Executive Order will receive service awards based on their department hire dates as adjusted under the provisions stated in paragraph 1.

3. The 5, 10, and 15-year awards will be presented by the district/division/office in which honored employees are assigned. Twenty years and higher awards (five-year increments) will be presented at a banquet each year in each of the districts and at the Central Office. Service awards will include a certificate showing the years of employment achieved with the Missouri Department Of Transportation (MoDOT) and a gift bearing the MoDOT logo. Employees will select from a brochure that will provide several options for each five-year level achieved.

4. The annual listing of employees eligible for awards will be compiled and verified by the Human Resources (HR) Division. The General Services Division will serve as the liaison for the Service Awards program and will provide service award certificates to the districts/divisions/offices. The HR Division will schedule the banquet for Central Office employees with 20 or more years of service and make arrangements for the presentation of the awards. Districts will schedule their banquets and make arrangements for presentation of their awards.

CROSS REFERENCES

Financial Policy "Department Provided Food" (http://financialpp.gh.modot.local/index.php/Department_Provided_Food_Policy)

"Educational Leave Without Pay" (3504)

"Special Leave Without Pay" (3509)

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