



Port of San Diego

Administrative Procedure #128-203 *Employee Service Award Program*

1. Procedure Objective

To provide a program for recognition of employees of the San Diego Unified Port District (District) who attain five (5) years of active service and every five (5) years thereafter.

2. Additional Notes

This Administrative Procedure is a companion to the Service Recognition Program, Board of Port Commissioners (BPC) Policy No. 250. The Service Recognition Program applies to employees who attain fifteen (15) or more years of active service.

For the purposes of this procedure, the following are defined:

Active Service: Continuous District service uninterrupted by separation and includes actual time worked, leaves of absence with pay, military leave and injury not to exceed one year.

3. Department(s) Affected (Stakeholders)

All departments.

4. Procedure

4.1. Identification of Eligible Employees

A roster of eligible employees will be produced by Human Resources (HR) staff. The roster will be created each December for the following calendar year.

4.2. Schedule the Awards Ceremony

HR staff will reserve a date each Quarter end, e.g. April, July, October, and January for an awards ceremony.

4.3. Procurement of Awards Packages for Eligible Employees

The awards for eligible employees will be procured by HR staff. The award supplier will be contacted in advance of each quarterly awards presentation ceremony.

4.4. Send Notifications

The HR staff will notify the award recipients, Executive Leadership Group (ELG), Appointing Authority and appropriate staff of the award ceremony date and time.

4.4. Responsibility / Action

RESPONSIBILITY	ACTION
Human Resources Department	Maintain records of eligible employees, procure awards packages, notify employee and management, schedule awards presentation ceremony, facilitate awards ceremony and retain records.
President/CEO or designee	Present awards

4. Related Documents

Board of Port Commissioners Policy #250, Service Recognition Program- #333485 v1
Employee Service Award Checklist - #558314

5. Document Meta Information

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