

POLICY
MEMORANDUM

July 1, 1990
Policy Memorandum No. 9 - FY 91

TO : Elected Officials, Agency Directors and Personnel
Officers State Service Agencies

FROM: *Bonnie L. Sides*
Bonnie L. Sides, Acting State Personnel Director
Mississippi State Personnel Board

SUBJECT: LONGEVITY SERVICE AWARD POLICIES AND ADMINISTRATIVE
PROCEDURES FOR FISCAL YEAR 1991

A. Statement of Purpose

The policies and procedures contained in this memorandum shall govern the implementation of the Longevity Service Award Program for State Employees. Nothing in this policy shall be construed as authorizing the giving of gifts or monetary bonuses to employees.

B. Authority

The development of the following policies and procedures is based upon implementation of Section 1, Senate Bill No. 2126 (1990 Regular Session) Longevity Service Award Program.

There is hereby established a longevity service award program for full-time employees of the State of Mississippi. The State Personnel Board shall coordinate the design, purchase, distribution and presentation of service awards based on years of service with the State of Mississippi for full-time employees in all state agencies, boards and commissions. The longevity service awards shall be made upon attainment of ten (10), twenty (20), and thirty years of full-time service in state government, and shall be the same for all personnel regardless of position or title. The State Personnel Board shall promulgate such reasonable rules and regulations as deemed necessary in carrying out the provisions of this longevity service award program. Nothing in this section shall be construed as authorizing the giving of gifts or monetary bonuses to employees.

C. Coverage and Scope of Policy

1. This policy shall govern the Longevity Service Award Program for employees in all state agencies, boards and commissions as follows:
 - a. Full-time state service employees and;
 - b. Full-time non-state service employees who are subject to State Personnel Board rules and regulations.
2. Longevity Service Awards will be issued to employees who have attained ten (10), twenty (20), or thirty (30) years of full-time continuous service in state government. This shall be the same for all personnel regardless of their position or title. These awards are based on continuous employment in state government without a break in service.

NOTE: Continuous service and a break in service are defined in the State Personnel Board Policy Manual Glossary and such definitions shall be binding.

3. An employee must have attained ten (10), twenty (20), or thirty (30) years of continuous service by June 30, 1991 in order to be eligible for the Longevity Service Award for Fiscal Year 1991. The number of years of full-time service in state government will be determined by the hire date as reflected in the State Personnel Board data base which has been submitted by the agencies on the position employee profile form for each employee.
4. The State Personnel Board will coordinate the design, purchase and distribution of the Longevity Service Awards. Certificates will be transmitted to each agency prior to the presentation ceremony. These certificates shall have the name of the employee receiving the appropriate year award as listed in the State Personnel Board data base which has been submitted by the agency on the position employee profile form for each employee.

D. Presentation of Awards

1. The presentation of the Longevity Service Awards shall be made at an awards ceremony conducted by each state agency in conjunction with Public Service Recognition Week 1991 to be designated by the Governor.
2. The employee(s) with the maximum number of years of continuous service in state government shall receive special recognition from the Governor.