

PERSONNEL PROCEDURE 215

SUBJECT: Service Recognition Awards

PURPOSE: To establish policy and guidelines for administration of the County Employee Length of Service Award Program, Prior and Cumulative Service Credit.

SCOPE: Outlines policies for the employee length of service awards, prior and cumulative service credit as part of the County's Incentive Awards Program.

AUTHORITY: Personnel Law, Sections 16-213 and 220; County Charter, Section 902

RESPONSIBILITY: The Office of Personnel and Labor Relations
All Appointing Authorities
All employees

- A. All permanent full- and part-time employees within the classified service and exempt service as defined in Section 902 of Prince George's County Charter are eligible to receive service awards as they attain each five (5) cumulative years of service.
- B. Eligible service is defined as permanent employment with Prince George's County Government and is based on an employee's date of hire, which is maintained in the employee's personnel record.
- C. All Appointing Authorities are to ensure that eligible employees under their respective jurisdictions are presented with service awards for twenty (20) years or less. A listing of service award recipients along with their awards will be provided to each department by the Office of Personnel and Labor Relations on a quarterly basis.
- D. At the County Executive's direction, the Personnel Director shall arrange an appropriate Employee Awards Ceremony to recognize County Executive Award recipients, agency Award recipients and employees who have achieved length-of-service milestones of twenty-five (25) years or more. The Personnel Director will notify eligible employees and Appointing Authorities of the date and place of the Awards Ceremony.
- E. REQUEST OF PRIOR SERVICE CREDIT OR CUMULATIVE SERVICE
 1. In accordance with the Personnel Law, Section 16-220(k), an employee may request prior service credit (See Attachment A) for the purpose of determining annual leave accrual within one (1) year from date of return.
 2. An employee who has previously worked for the County Government may be granted prior service credit as follows:
 - a. for time in exempt employee status (temporary, provisional, emergency, limited term appointment);

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- b. previous County service (classified or exempt); and
 - c. or in an agency which was substantially funded or wholly funded by the County. Agencies funded by the County include, but are not limited to, the Board of Education (BOE), Memorial Library System, Maryland National Capital Park and Planning Commission (MNCPPC), Washington Suburban Sanitary Commission (WSSC), Prince George's County Hospital (1/1/66 through 7/1/83 only), and Prince George's Community College.
3. Prior service credit will not be given:
 - a. for employment in a Limited Term Grant Funded position;
 - b. for any month of service for which an employee receives a retirement payment; and
 - c. to any employee who was terminated for cause.
4. Written verification of employment outside County government must be provided at the time the employee requests service credit. The verification must include employee's name, social security number, agency in which employee worked, exact dates of employment, and employment status either full- or part-time.
5. In accordance with the Personnel Law, Section 16-213, an employee may request cumulative service (See Attachment A) for the purpose of determining appropriate service award recognition. Cumulative service is defined as the total years of Prince George's County Government permanent-classified service for an employee. Cumulative service will be granted if previous employment is with a Prince George's County Government Agency.
6. Cumulative service will not be given for:
 - a. any month of service for which an employee receives a retirement payment;
 - b. service with Quasi and Bi-County agencies (such as WSSC, BOE, MNCPPC, etc.);
 - c. any employee who was terminated for cause; and
 - d. employment in a Limited Term Grant Funded position.
7. An employee's service recognition date is the same as his/her current position's date of hire. It cannot change. Thus, only years of previous service can be added (not days and months, like prior service).

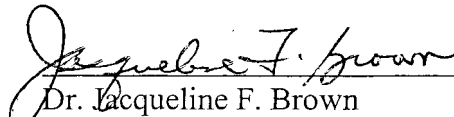
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8. Employees must ask for their previous service, within one (1) year from date of return, to be calculated so that their total prior and/or cumulative service can be recorded.

EFFECTIVE: This procedure supersedes Administrative Procedure 215, dated May 16, 1989, and will become effective upon date of issuance.

8/28/03

Date



Dr. Jacqueline F. Brown
Chief Administrative Officer

ATTACHMENTS:

ATTACHMENT A – Prior and Cumulative Service Credit Request Form

MEMORANDUM

DATE

TO: _____
Personnel Director

FROM: _____
Employee in Interest

_____ Social Security Number

SUBJECT: Request for (please check if applicable):

- Prior Service Credit to Adjust Annual Leave Earning Rate
 Cumulative Service Credit to Adjust Length of Service Award*

This is a request for prior and/or cumulative service credit. I was previously employed with the following agencies (either partially-funded or fully-funded by the County):

<u>Agency</u>	<u>Dates of Service</u>
_____	To _____
_____	To _____
_____	To _____
_____	To _____

Attached is verification of my previous employment.

*I understand that this request for the grant of cumulative service is in recognition for length of service awards only.

Please advise me when this information has been reviewed and the service credited to me.