

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

2
3 **Policy on Service Award Program**
4

5 A program is authorized to recognize the public service of permanent employees of the
6 House of Representatives and of departing members of the House of Representatives. The
7 House Director of Human Resources shall administer the program in consultation with the
8 Speaker, the chair of the Committee on Rules and Legislative Administration, and the Minority
9 Leader.

10 A permanent employee of the House may be given an award recognizing years of public
11 service. An award may be given for the first two years of service, the first five years of service,
12 and each additional five years of service. The House Director of Human Resources shall
13 determine the years of public service of employees in accordance with the standards used to
14 determine employee benefits in the Legislative Plan for Employee Benefits. Awards may not be
15 in the form of compensation or monetary gift. Service recognition awards must be given to
16 employees by department directors or managers at formal recognition ceremonies held annually
17 or, for departing employees, at the time of departure. An employee who leaves House service
18 may be given the award recognizing the period being served by the employee at the time of
19 departure.

20 A member of the House of Representatives, upon leaving office after serving at least one
21 complete term in office, may be given an award that recognizes and thanks the member for
22 serving the people of the State of Minnesota as a Representative. The award may not be in the
23 form of compensation or monetary gift. If the eligible recipient is deceased, the award may be
24 given to the appropriate family member.

Date adopted: _____

Signed: _____

JOYCE PEPPIN, CHAIR