

EXECUTIVE ORDER NO. #48 (Revised)
EFFECTIVE DATE: SEPTEMBER 15, 1993
SUBJECT: METRO/METRO-ERC EMPLOYEE SERVICE AWARD PROGRAM
AUTHORITY: METRO CODE CHAPTER 2.02.

A. GENERAL POLICY

The Metro Code mandates the provision of a service award program for Metro employees.

B. OBJECTIVE

The Employee Service Award Program shall recognize long-term, continuous employment of Metro and MetroERC permanent employees for each successive five-year anniversary attained from their date of hire into a permanent position. Pursuant to the Metro Code, an Employee Service Award is established as described below.

C. CONCLUSION AND ORDER

Responsibility for establishing, maintaining and managing the service award program shall reside with the Personnel Office.

Service award projections shall form the basis for budgeting funds and such appropriations shall appear in and be administered by Personnel.

Personnel shall review the Service Award Program from time to time to insure appropriateness and effectiveness.

For the purpose of this award only:

1) Employees eligible to receive an Employee Service Award will be those employed in permanent full-time and permanent part time positions at the time the award is earned.

2) Employees will receive recognition for continuous employment on their 5, 10, 15, and 20 year anniversary dates, and each five-year anniversary thereafter.

3) All eligible employees will be awarded a Certificate of Appreciation and a lapel pin which acknowledges the particular anniversary date attained.

Certificates of Appreciation: Metro employee certificates shall be signed by the Metro Executive Officer and the employee's Department Director. MetroERC employee certificates shall be signed by the MetroERC General Manager and the Director of the facility where the employee is primarily assigned.

Certificate Presentation Setting: Presentation of the certificate and pin shall be made in a setting that provides an appropriate level of exposure and recognition among the employee's co-workers and peers, such as departmental staff meetings, departmental luncheons, or other departmental celebrations appropriate to the occasion.

Lapel Pins: All Employee Service Award recipients shall receive a lapel pin as described below based on the anniversary to be recognized:

Basic Pin Design:



Designated Anniversary

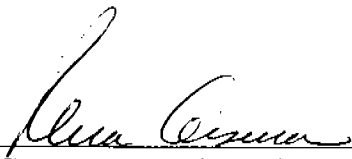
Background Plate Distinction

5 Years	White
10 Years	Forest Green
15 Years	Royal Purple
20 Years	Gold Electroplate

The Following anniversaries recognize years of service by adding faux jewels to the recipient's 20-year pin. All jewels are synthetic. Full-time employee pins will contain faux diamonds; part-time employee pins will contain faux rubies.

25 Years	Gold plate with 1 Jewel
30 Years	Gold plate with 2 Jewels
35 Years	Gold plate with 3 Jewels
40 Years	Gold plate with 4 Jewels

So ordered this 15 day of Sept, 1993.


 Rena Cusma, Executive Officer

CERTIFICATE OF APPRECIATION

*Presented to _____ on the occasion of
attaining the milestone of ____ years with the Metro
family of regional government services on the
____ day of _____, 19 ____.*

*Your dedication, work and contribution to the public good
are genuinely appreciated.*

*Together our collective service in the public interest combines
to build and enhance the quality of life of our regional
community for citizens today and for the generations to come.*

WITH GRATITUDE,

Metro Executive Officer

Department Director

*"The world is moved along, not only by the mighty
shoves of its heroes, but also by the aggregate of
the tiny pushes of each honest worker."*

- Charles L. Willis



METRO

Date: October 20, 1993
To: Metro Department Heads
From: Rena Cusma, Executive Officer
Regarding: Executive Order # 48

Attached for your department's information is Executive Order #48. This Executive Order recognizes long-term, continuous employment of Metro and Metro-ERC permanent employees for Employee Service Awards.

Please copy and distribute to each of your staff members.

Thank you.