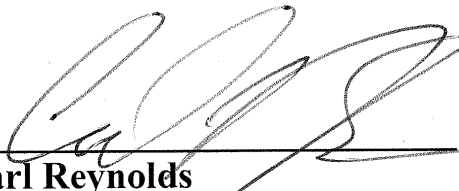


OCA Longevity Awards Program

Office of Court Administration

January 9, 2006



Carl Reynolds
Administrative Director

Office of Court Administration

OCA Longevity Awards Program

POLICY:

The Office of Court Administration (OCA) will present employee longevity awards to employees of OCA after completion of 5, 10, 15, 20, 25, 30, 35, and 40 years of OCA service.

DEFINITIONS:

- **Employee Service Award:** An award such as a certificate, plaque or other token of appreciation, presented to an employee in recognition of the employee's length of OCA service, the employee's retirement from the Agency, or as deemed appropriate by the Administrative Director.
- **Length of Service:** For purposes of this policy, the number of years an Agency employee has been employed by OCA.

DISCUSSION:

In addition to the Employee longevity award program, the Executive Director may grant Administrative Leave for Outstanding Performance in accordance with the leave for outstanding performance policy.

PROCEDURES:

Human Resources will determine eligibility for longevity awards on a monthly basis. The employee can select the type of award from the awards catalog maintained in Human Resources. Human Resources will order the award; upon receipt, the longevity award will be forwarded to the employee's Division Director. The Division Director may, in conjunction with the employee's supervisor, present the award to the employee. The award becomes the property of the employee.