

1 COMMITTEE ON RULES AND LEGISLATIVE ADMINISTRATION

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

10 A regular 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 Coordinating Commission Legislative Plan for
15 Employee Benefits and Policies. Awards must not be in the form of compensation or monetary
16 gift. Service recognition awards must be given to employees by department directors or
17 managers at formal recognition ceremonies held annually or, for departing employees, at the
18 time of departure. An eligible employee who leaves House service may be given the award
19 recognizing the period being served by the employee at the time of departure.

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

Date adopted: _____

Signed: _____

HARRY NISKA, CHAIR