

## 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 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 eligible employee who leaves House  
18 service may be given the award recognizing the period being served by the employee at the time  
19 of departure.

20 A member of the House of Representatives, upon leaving office may be given an award  
21 that recognizes and thanks the member for serving the people of the State of Minnesota as a  
22 Representative. The award may 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: 1/6/21

Signed:   
RYAN WINKLER, CHAIR