

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>SERVICE RECOGNITION</b>		Original Issue Date: 8/7/80	Policy # <b>535</b>
		Supersedes: 5/9/17	Effective Date: 11/16/20
Departments Consulted: Office of Human Resources Human Resources Committee	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer	
		(Signature on File) Chief Executive Officer	

## PURPOSE

To recognize County employees for their length of service to the County.

## POLICY

All permanent employees shall be entitled to receive awards provided by the Board of Supervisors in recognition of their service to the County.

## PROCEDURE

The submission of the names of employees who are entitled to receive service awards shall be coordinated with the Office of Human Resources.

### Service Pins, Badges and Scrolls

- All persons permanently employed shall be entitled to receive pins or buttons upon completion of 10 years of service, and upon completion of every five-year period thereafter, up to and including the 30-year period, in recognition of such service.
- Persons with service of 25 years or more may be issued photographs depicting the ceremony honoring their length of service.
- Upon retirement, all employees may have issued to them retirement scrolls or reduced facsimiles of such scrolls, or both.
- All permanent employees, upon completion of 35 years, shall be entitled to receive an award of distinction, representing their many years of dedicated service.
- Service pins may be issued to employees who are not permanent who, upon retirement, have 10 years or more of service.
- In calculating the length of County service under this section, all employment by any public entity shall be included.

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**Retirement Watches**

All persons who have been employed by the County, or by the County and by one or more public entities, for the equivalent of 35 years of full-time service, upon retirement, shall be entitled to receive from the County, at such time, an engraved watch in recognition of the 35 years of service.

**RESPONSIBILITY**

Office of Human Resources  
Senior Executive Council  
Administrators  
Department Managers  
Supervisors

**REFERENCES**

Los Angeles County Code Section 5.56.080  
Joint Commission Standards (Management of Human Resources)

**REVISION DATES**

August 1, 1994; October 20, 1998; April 9, 2002; April 19, 2005; September 30, 2008;  
March 11, 2014; May 9, 2017; November 16, 2020