

**SAN DIEGO COUNTY OFFICE OF EDUCATION**

**ADMINISTRATIVE  
REGULATION NO. 4015**

**CLASSIFICATION: All Personnel**

**ADOPTED: 4/26/89**

**REVISED: 5/10/95**

**SUBJECT: Employee Service Award Program**

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The County Superintendent of Schools shall recommend to the County Board of Education that recognition awards be presented to employees who have achieved 10, 15, 20, 25, or 30 years of continuous service as follows:

<u>Years of Service</u>	<u>Award</u>
10	Engraved lapel pin
15	Engraved lapel pin and pen
20, 25, 30	Engraved lapel pin and choice of specified gifts commensurate with years of service

The following method for computing employees' years of service applies to this program only and is not applicable to payroll or personnel matters:

1. One year of service shall be calculated from October 15, to the following year on October 16.
2. Periods of paid leaves of absence will be included in determining years of service.
3. Unpaid leaves of absence will not be counted in determining years of service.
4. Employees on loan to the County Superintendent of Schools, who subsequently become full-time employees of the County Superintendent of Schools, will have the on-loan time credited as years of service.

In order to publicly recognize long-term, dedicated service to the County Office of Education, the award shall be presented once a year by the County Superintendent of Schools to each qualified employee.

**Board Policy No.: 4015**

**Derivation: Administrative Regulation No. 4307, Adopted 4/26/89, Amended and Renumbered 4015, 5/10/95.**

**Legal Reference: Education Code  
35160.1**