



State of Idaho
DIVISION OF HUMAN RESOURCES
Executive Office of the Governor

C.L. "BUTCH" OTTER
Governor
JUDIE WRIGHT
Administrator

Idaho Personnel Commission
Mike Brassey, Chair
Pete Black
John Cowden
Clarisse Maxwell
Evan Frasure

May 28, 2009

MEMORANDUM

TO: Executive Branch Agencies

CC: Agency HR and Fiscal Staff
Keith Bybee, Legislative Services Office

FROM: Judie Wright, Administrator *Judie Wright*
Division of Human Resources

SUBJECT: **Employee Service Awards**

It is important to acknowledge our most valuable resource - state employees. During these challenging economic times, the Governor wants to continue to recognize the effort and dedication of state employees and has asked the Division of Human Resources (DHR) to develop an Employee Service Award program with no cost to the agencies.

Keeping this goal in mind, the following process was developed for executive branch agencies:

Beginning July 1, 2009, DHR will send the agencies certificates of service signed by the Governor for those employees reaching a service milestone. In addition, employees with 20 years or more of state service will receive a letter from the Governor.

These documents will be distributed the first of each month to the agency designated contact. Please email your contact information to: Lee McCormick at lee.mccormick@dfm.idaho.gov by June 12.

Please note that service award gifts may not be purchased using agency funds.

If you need certificates and/or letters before July 1, please contact Lee.

We are attaching a sample certificate of service for your information.

Attachment