



County of Los Angeles CHIEF EXECUTIVE OFFICE

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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

July 3, 2008

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Don Knabe
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

RESPONSE TO BOARD ORDER ON EMPLOYEE SERVICE AWARDS

On January 8, 2008, on motion of Supervisor Gloria Molina, your Board amended Title 5, Chapter 5.56 of the County Code to authorize service awards for employees with more than 35 years of public service. In 2008-2009, there will be more than 1,200 individuals with more than 35 years of County service who will be eligible for an employee service award.

My Office has met with staff in the Executive Office, Board of Supervisors to select an appropriate range of service awards for employees (Attachment I). The cost of the awards, estimated at \$374,000, will be funded by Non-departmental Special Accounts (Attachment II). Approximately \$132,000 of this amount reflects the increased cost attributable to the added award categories. The total also includes existing expenses for retirement watches presented to employees retiring with 35 or more years of service. With regard to departmental funding for service recognition awards ceremonies, we recommend that departments utilize existing employee assemblies, especially those for award recognition, and carry out the Board's intent without expanding the use of County funds for food and other related costs.

Specific employee service awards range from a set of crystal bookends, to professionally-framed Board of Supervisors' scroll, a gold, personalized lapel pin with a small diamond, and a crystal seaside vase and crystal jade towers award, both etched with the County logo.

"To Enrich Lives Through Effective And Caring Service"

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Procedures for the employee service awards will continue to be handled by the Executive Office, Board of Supervisors. Employee service awards recognizing less than 35 years of service will remain in effect unchanged. These items include a lapel pin, paperweight, a pen and pencil desk set and a specially-designed clock with the County Seal.

If you need additional information, staff may contact Victoria P. Lane at (213) 974-2495 or vpipkin@ceo.lacounty.gov, and Celia Zavala at (213) 974-1419 or czavala@bos.lacounty.gov.

WTF:ES:MKZ
VPL:CZ:acn

Attachments

c: All Department Heads
Administrative Deputies

**COUNTY OF LOS ANGELES
EMPLOYEE SERVICE AWARDS PROGRAM**

<u>Service Years</u>	<u>Type of Award</u>	<u>Cost</u>	<u>Description</u>
10 years	Lapel pin	\$ 0.85	LA County seal in silver color with 10 years engraved in the seal.
15 years	Lapel pin	\$ 0.85	LA County seal in Bronze color with 15 years engraved in the seal.
20 years	Lapel pin	\$ 1.25	LA County seal Colored with 20 years engraved in the seal with 1 Ruby gemstone.
25 years	Paperweight	\$ 18.95	Lucite clear paperweights with medallion inside (County Seal with 25 years engraved in medallion)
30 years	Pen and Pencil Desk Set	\$ 24.99	Lucite clear desk set there are two pens with their pen holders. Each pen and penholder is made of Gold electroplate with County seal in the middle and the medallion has 30 years engraved.
35 years	Clock	\$ 57.50	Brass award clock with quartz analog movement, brass disc with LA County logo on the face of the clock. Each clock has a brass plate adhered to the glass and personalized with name.
40 years	Crystal Bookends	\$ 300.00	J. Charles Crystalworks includes etched logo and personalized etching.
45 years	Crystal Seaside Vase	\$ 628.00	Art Glass by Kosta Boda Co. includes etched logo and personalized etching.
50 years	Lapel Pin and Customized Scroll	\$ 670.00	Round emblem in a gold sandblast and polish with personalized engraving and 5 pt. SI2 diamond. Matted Scroll with a customized frame.
55 years	Crystal Jade Towers	\$1,079.00	Norwood piece includes etched logo and personalized etching.

Employee Service Award Program Costs

FY 08/09

Number of Years	Number of Employees	Cost per Award	Total Cost
10	4673	\$0.85	\$3,972.05
15	1839	\$0.85	\$1,563.15
20	3381	\$1.25	\$4,226.25
25	1446	\$18.95	\$27,401.70
30	1493	\$24.99	\$37,310.07
35	873	\$57.50	\$50,197.50
40	311	\$300.00	\$93,300.00 *
45	18	\$628.00	\$11,304.00 *
50	6	\$670.00	\$4,020.00 *
55	0	\$1,079.00	\$0.00
TOTAL	14,040		\$233,294.72

Total Retirement Watches	Cost Per Watch	Total Cost
800	\$128	\$102,400

NOTE: Cost of engraving is approximately \$15,000 plus 10% miscellaneous costs.

Service Awards	\$233,294.72
Retirement Watches	\$102,400
Engraving	\$15,000
10% Misc. Costs	\$23,329 *
TOTAL	\$374,023.72

* Reflects increased costs related to new award categories.

Note: FY 07/08 470+ retirees totalling approx. \$60,160.