



County of Santa Clara

Policy Name: Certificates of Recognition

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Policy Type: Administrative

Category: Personnel

Policy Name: Certificates of Recognition

Policy Owner: County Executive

Policy Purpose

The purpose of this policy is to provide departments with a way to recognize exceptional group achievements in a department, agency, division or unit, outside of the Employee Excellence Awards or the Employee Service Awards.

Policy Summary

A Certificate of Recognition provides departments with a way to recognize specific accomplishments that may not necessarily rise to level of an Employee Excellence Award, yet are deemed noteworthy by the department/agency director, and which may otherwise go unnoticed.

A department/agency director may submit a request to the Office of the County Executive to recognize a group of employees for exceptional accomplishments or achievements. Upon approval by the County Executive's Office, a Certificate of Recognition may be presented to the unit or division (group of employees) whose department wishes to recognize noteworthy accomplishments.



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Procedures

Obtaining a Certificate of Recognition

- 1) The **department head** submits a request for a Certificate of Recognition for approval by the Office of the County Executive. The request should include the office/unit name (for the group of employees), project description, and an explanation/justification for the noteworthy accomplishment.
- 2) Upon approval by the County Executive, the **Office of Public Affairs** will prepare one Certificate of Recognition (size 8 ½ x 11) that the department may display in its office. The requesting department/agency will be responsible for providing its own certificate holder or frame.
- 3) The **department/agency** may present the Certificate of Recognition to the group of employees in an appropriate manner as determined by the department head.

Definitions

For the purposes of this policy, the following definitions apply:

- 1) "**Certificate of Recognition**" means a certificate commemorating a noteworthy accomplishment by a group of employees in a unit or division. Certificates of Recognition are typically used to highlight an accomplishment that, while noteworthy, may not be selected for an Employee Excellence Award and may otherwise go unnoticed.



Frequently Asked Questions

None.

Related Policies

None.

Related Forms and Information

None.

History

Date	Changes Made
3/17/2014	Policy uploaded. (John Myers)