

**SAM – MERIT AWARD PROGRAM**

**CHAPTER 4700 INDEX**

This chapter describes the State Merit Award Program.

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## **SAM – MERIT AWARD PROGRAM**

### **PROGRAM SUMMARY**

**4700**

(Revised 3/14)

The Department of Human Resources (CalHR) is responsible for establishing policy and guidelines for the administration of the State Merit Award Program. The Merit Award Program was established in 1950, to recognize employee contributions to State government.

The Merit Award Program is responsible for the administration of the Employee Suggestion Program. This program rewards State employees for their innovative ideas which result in a direct benefit to the State's operations. Suggestions are categorized into three types: improved procedure, improved safety, and cost savings.

The Merit Award Program is responsible for the administration of the Superior Accomplishment and the Sustained Superior Accomplishment Awards. These awards are for an exceptional contribution to State government.

The Merit Award Program is responsible for the administration of the Governor's State Employee Medal of Valor Award Program. The Medal of Valor is the highest honor that the State bestows to its employees.

The Merit Award Program also administers the 25-Year Service and Retirement Awards recognizing State employees who have completed 25 years of State service, and retiring employees who have completed 25-years or more of State service.

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**STATUTORY AUTHORITY**  
(Revised 3/14)

**4702**

The Merit Award Program is authorized by Government Code Sections 19815.4 (d), 19823, and 19849.9. The law grants CalHR the authority to adopt rules and regulations governing the conduct of the Program. See CalHR Regulations, Article 4, Sections 599.655–599.664.

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### **CONTACTS AND RESOURCES**

(Revised 03/14)

**4705**

The Merit Award Program may be contacted at (916) 324-4660. The mailing address for the Merit Award Program is 1515 “S” Street, North Building, Suite 400, Sacramento, California 95811-7258.

The Merit Award Program website may be accessed at: <http://www.calhr.ca.gov/state-hr-professionals/Pages/awards.aspx>

CalHR’s website may be accessed at: <http://www.calhr.ca.gov/Pages/home.aspx>