

## **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.