

**ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

Subject: Resolutions and Proclamations
Approved: Signature on file

Number: F 3
Date: 10/23/17

POLICY

SSA Deputy Division Directors may request that the Board of Supervisors sign a resolution when an SSA employee has been with the County for 25 years or more at the time of retirement.

Other situations may also exist where Agency staff may wish to honor an employee, an event, Orange County citizen or a group of employees in a particular SSA job classification (e.g. Eligibility Technicians), through a Board resolution and have the resolution presented at a Board meeting.