

College Operating Procedures (COP)



Procedure Title: Length of Service Awards
Procedure Number: 05-0605
Originating Department: Office of Human Resources

Specific Authority:

Board Policy 6Hx6:5.02
Florida Statute 1012.855-875
Florida Administrative Code n/a

Procedure Actions: Adopted: 11/21/96; Revised: 7/1/00; 1/03; 12/2/08; 11/1/10

Purpose Statement: To establish a policy to recognize employees for their service.

Guidelines:

It is the policy of the College to award employees for time employed at the College in a regular full-time or part-time position.

Procedures:

- I. Employees begin accruing time for length of service award purposes when they are employed in a regular status full-time or part-time position.
- II. Time employees work as an adjunct professor, student assistant, or other temporary part-time position is not considered for length of service time.
- III. The years of service for an employee with a break in service from the College will be calculated based on the actual months employed at the College (i.e., with appropriate reduction for the break).
- IV. Length of Service is calculated on the calendar year and is typically awarded and recognized at Fall Convocation. Employees reaching designated years of service in the calendar year of the Fall Convocation will receive their award at that Convocation. (For example, if an employee will reach 5 years of service in October but the Convocation is held in September, the employee will receive the award at that Convocation. If the employee were to reach 5 years of service in January, the award would be given at the next Convocation).
- V. Awards are given after five (5) years of qualified service and every five (5) years thereafter.