

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: 11/21/1996; Revised: 7/120/00; 1/2003; 12/2/2008;
11/1/10; 02/17/2020

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 the State of the College Address each January. Employees reaching designated years of service in the calendar year preceding the annual State of the College Address will receive their award at that ceremony.
- V. Awards are given after five (5) years of qualified service and every five (5) years thereafter.