

## 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; 4/04/2025

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

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### 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.
- V. Awards are given after five (5) years of qualified service and every five (5) years thereafter.