

POLICY: LENGTH OF SERVICE AWARD POLICY AND PROCEDURE
DEPARTMENT: HUMAN RESOURCES
DATE DEVELOPED: 02/15/2024
DATE REVISED:

POLICY #: ADM HR - 05
PRIOR POLICY #: NA
PROGRAM: HUMAN RESOURCES

POLICY: As an expression of appreciation and recognizing long service and satisfactory performance, the agency honors eligible staff members with monetary awards, that may be paid to the employees using a payroll deposit. All employees who remain eligible are celebrated at an all-staff event and those with 30 years or more are also invited to a Recognition Lunch in their honor.

PURPOSE: The purpose of this policy is to recognize and show appreciation to those employees who have demonstrated their interest in serving the seniors and those with disabilities of Pinellas and Pasco counties by reaching an employment milestone.

ELIGIBILITY: Regular full- and part-time staff members who have accrued 5 years of service, and every 5 years after that (i.e. 10th, 15th, 20th, 25th, etc.) will receive notification of their eligibility and information regarding when to expect payment. For this program, employment with AAAPP will be counted from the hire/rehire date; if an employee leaves AAAPP and later is re-employed, the length of service begins at the rehire date. Staff that are in a resignation period are not eligible. Staff must continue to work with the AAAPP for no less than six months after the bonus has been provided otherwise, it will be recouped in the final paycheck. Employees must be in good standing and have a current satisfactory performance evaluation.

| Service Years | Award |
|---------------|---------|
| 5 years | \$100 |
| 10 years | \$250 |
| 15 Years | \$400 |
| 20 Years | \$550 |
| 25 Years | \$700 |
| 30 Years | \$1,000 |
| 35 Years | \$1,500 |

ADMINISTRATION: The Employee Service Award Program shall be coordinated by the Human Resources Manager. On a timely basis each year Human Resources will provide a listing of employees at AAAPP who, according to payroll records, will reach a milestone during the year. Leadership will review this list to ensure that it is complete and correct. After making any necessary additions or corrections, HR will order certificates and coordinate an annual awards luncheon with awardees as special guests. Each awardee will

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receive special recognition for service and will be presented with the appropriate certificate of award. All funds paid out for this purpose will be from agency funds and not from any state or federal funding awards.

[For payment review Finance Policy: Bonus ADFM-5230](#)