



POLICY AND PROCEDURE

SUBJECT/TITLE:	Employee Recognition
SCOPE:	All Employees
ORIGINAL DATE ADOPTED:	01/01/16
LATEST EFFECTIVE DATE:	Latest effective date will be 14 days <u>after</u> the date of last signature
REVIEW/REVISION DATE(S):	01/13/17
REVIEW FREQUENCY:	Every 2 years
TOTAL # OF PAGES:	2
REFERENCE NUMBER:	ADMIN-014

PURPOSE

The purpose of this policy is to outline Hancock Public Health's (HPH) service award program established to recognize full-time employees for their years of service to HPH.

POLICY

A service award program has been established to recognize full-time employees for their years of service to Hancock Public Health. Employees will be invited to a luncheon and receive a service award representing the appropriate quintuplicate years of service (i.e., 5-10-15-20, etc.). To qualify for the service award program, an employee must be a full-time employee. Seasonal and part-time employees are not eligible, however if they become full-time employees in the future they will be eligible for the program.

Some employee's service award anniversary date will be unrelated to the anniversary date used for vacation or pay range step increases. Other employees may have the same date for all considerations. In calculating service award anniversary dates, the following have been included:

1. Actual time employed by the Board of Health
2. Prior seasonal or part-time employment with the Board of Health
3. Prior Board of Health employment that was a regular schedule, even if less than 30 hours per week
4. Service as an elected or appointed officer or official

The following time periods do not count toward your service award anniversary date, even though they may be used to calculate vacation or pay range step increases:

1. Service time with any other employer
2. Any time not in active pay status (i.e., quit and later returned)
3. Military leave
4. Any unpaid leave of absence



An announcement will be made listing the names and years of service of the employees to be honored. Service awards are handled by the HPH Leadership Team.

GLOSSARY OF TERMS

N/A

APPENDICES

N/A

REFERENCE FORMS

N/A

SIGNATURES

I have reviewed this document and endorse it as an official HPH Policy and Procedure:

01 /17 /2017

Date

Health Commissioner