

FAUQUIER COUNTY PARKS AND RECREATION
POLICY

TITLE: Temporary Employee Longevity Recognition Program

FILE #: M 6-10-1

DATE PROPOSED: 6/6/12

DATE APPROVED/REVISED: 6/6/12, 12/16/13, 1/21/16

Purpose: It is the objective of the Parks and Recreation Board to encourage all temporary employees to participate fully in providing quality service to Fauquier County citizens, visitors and staff, thereby contributing to the success of the Department, participant enjoyment of facilities and programs and the health, safety and welfare of citizens. Toward this end, the Department will recognize employees for the length of their service in a temporary position to the Department.

A. This policy applies to all temporary employees.

1. Definition

Temporary departmental service is defined as consecutive seasonal or non-seasonal service.

Procedure

1. A year of service shall be defined as anyone who worked at all during the previous calendar year.

B. Recognition for length of temporary service

Procedures:

1. *The awards shall be presented annually in January at the Parks and Recreation Board meeting.*
2. *The Department shall give awards for each 5 year consecutive increments of service.*
3. *Employees will be recognized at a social in their honor during a Parks and Recreation Board meeting. The Board will read and present a proclamation honoring the employee. In addition the employee(s) being recognized will then be presented with a gift card appropriate to the individual using guidelines as follows:*

<i>Hours/5 years</i>	<i>Years</i>	<i>5</i>	<i>10</i>	<i>15</i>	<i>20</i>	<i>25</i>
<i>1 -2599</i>		<i>25</i>	<i>50</i>	<i>75</i>	<i>100</i>	<i>125</i>
<i>2600-5199</i>		<i>50</i>	<i>100</i>	<i>150</i>	<i>200</i>	<i>250</i>
<i>5200-7799</i>		<i>75</i>	<i>150</i>	<i>225</i>	<i>300</i>	<i>375</i>
<i>7800-10400</i>		<i>100</i>	<i>200</i>	<i>300</i>	<i>400</i>	<i>500</i>

Records of all recognitions of years of service shall be kept in the employee file and tracked by the Administrative Manager.