

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Employee Service Awards Program
No.:4-A

Effective Date: Section 10/10/19
Supersedes Policy: 10/15/01

I. PURPOSE

It is the objective of the Board of Supervisors to recognize employees for the length of their County service through a County Service Awards Program.

II. SCOPE

This policy applies to all permanent employees.

III. DEFINITIONS

County Service

County service is defined as all cumulative periods of full-time permanent or part-time permanent County employment. County service includes periods of approved leave without pay and reciprocal leave from the Fauquier County Public School system.

IV. PROCEDURES

1. The Employee Service Awards Program shall be held annually.
2. The award year shall coincide with the calendar year (January through December).
3. The County shall give awards for length of service for each five year increment of service.
4. Employees shall be awarded a certificate and lapel pin or a monetary bonus depending on funding and the discretion of the County Administrator.