

APPROVED \_\_\_\_\_

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## EMPLOYEE SERVICE RECOGNITION

### I. GENERAL

The Borough recognizes and rewards employees for their dedicated service to the Borough.

### II. PURPOSE

This policy sets forth the process of recognizing service rendered by employees.

### III. RESPONSIBILITY

- A. Human Resources is responsible for compliance and implementation of this policy.
- B. Human Resources shall maintain this policy.

### IV. POLICY

- A. The Fairbanks North Star Borough provides recognition to its employees based upon length of Borough service. Longevity is appreciated and rewarded by the organization.
- B. Service Recognition Awards are presented to current, regular employees at five (5) year intervals, successively given for 5, 10, 15, 20, 25, 30, etc. years of service.
  - 1. Service time is calculated on the employees' longevity date (the date an employee was last hired into a regular, benefit eligible position), as maintained on the HR system.
  - 2. Service time counted represents all regular assignments, regardless of which department or division the time was accrued in. Years of service are not prorated based upon full-time or part-time status.
  - 3. A break in service or change in status from regular to casual which results in a change to the employees' longevity date, will result in resetting the clock for service calculations. Casual assignments are not eligible for service calculation.
  - 4. Service Recognition will be calculated each year using 12-31 as the end date for that given year. If the longevity date falls between Jan 1 and Dec 31 of the appropriate year (5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, etc.), the employee will be recognized and rewarded for their service in that year.

### V. PROCEDURE

- A. Human Resources will coordinate and schedule the Service Award Ceremony for the fall time period, generally in October or November of each year.
- B. Annually, Human Resources will notify employees of their presently recognized service time. It is the employees' responsibility to notify HR of any discrepancies.

- C. Annually, Department Directors will be sent a listing of the employees who are scheduled to receive a Service Award.
  - 1. Release time is available for employees to attend the Service Award ceremony.
  - 2. For Transportation employees, a separate Service Award ceremony may be scheduled to coincide with the quarterly meeting.
- D. All employees eligible for a Service Award shall receive a pin and certificate of recognition.
- E. Employees are eligible for administrative leave for the following years of service:
  - 1. Employees with 15 years of service will receive a certificate for 4 hours of administrative leave.
  - 2. Employees with 20, 25, 30, 35, etc. years of service will receive a certificate for 8 hours of administrative leave.
- F. If an employee is inadvertently missed for a Service Award, the award is to be given to the employee and acknowledgement of the award may be stated at the next Service Award event if the employee so wishes.

VI. SUPPLEMENTAL INFORMATION

A. References –

- 1. FNSB Code 2.32.480 Service Awards

B. Definitions –

- 1. Longevity Date- Longevity date is figured from the most current date of hire into a regular position with the Borough and is used to determine leave calculation, performance evaluation due dates, seniority/longevity and service award calculation.
- 2. Regular Employee- An employee who has been retained in his position after the completion of his probationary period. Regular positions do not have a specified terminal date, are included as part of the annual operating budget, and are considered to be a part of the regular staffing complement.

C. Attachments – None

D. Revision History

Supersedes Policy No.	Effective Dates
65.16	01/05/05