

**PERSONNEL BULLETIN**

**SUBJECT: SERVICE AWARD PROGRAM**

I. POLICY

Resolution 71/400F of the Board of Supervisors adopted a Service Award Program for the Fire District.

Service Awards shall be a pin, tie clip or similar item (herein called pins) and, in addition, a time piece after 30 years of service.

II. AWARDS

A. The first service pin shall be awarded after each employee's first ten (10) years of service. Thereafter, a new pin shall be awarded after each additional five (5) years of service.

B. The following procedures shall apply with respect to service awards:

1. Ten (10) Year Service Award

a. Shift Employees

Presentation by Battalion Chief at duty station

b. Non-Shift Employees

Presentation by division head

2. Fifteen (15), Twenty (20), Twenty Five (25) Year Service Awards

a. Shift Employees

Presentation by Fire Chief at Fire Commission meeting (voluntary)

Shall receive 11 hours of vacation credit.

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b. Non-Shift Employees

Presentation by Fire Chief at Fire Commission meeting (voluntary).

Shall receive a day off to be scheduled with division supervisor.

3. Thirty (30) Year Service Awards

a. Shift Employees

Presentation by Board of Supervisors at a Supervisors meeting (voluntary).

Shall receive 11 hours of vacation credit.

b. Non-Shift Employees

Presentation by Board of Supervisors at a Supervisors meeting (voluntary).

Shall receive a day off to be scheduled with division supervisor.