

Policy 7.14 Attendance~~Christmas~~ Incentive

A. SUBJECT: Attendance~~Christmas~~ Incentive

B. PURPOSE: To establish procedures for providing an Attendance~~Christmas~~ Incentive.

C. POLICY: The Town of Howey in the Hills (the "Town") recognizes the importance of providing an excellent benefit package to its employees relating to an employee's attendance. The Town has a limited number of employees to address and enforce the needs of the Town so having them report for scheduled work is of the utmost importance. The Attendance~~Christmas~~ Incentive program encourages employees to be healthy, ~~and~~ limit the miss-use of sick ~~time, and~~ time and improves performance and continuity of care and responsiveness to the Town and its residents.

D. PROCEDURE:

1. Department Directors shall submit a report outlining the number of unused/used hours, based on Fiscal Year Calculations. This report will be used to analyze a cost projection.

2. ~~All paid part-time employees will receive a \$100.00 Christmas Incentive, providing they have completed one year of consecutive employment. [This needs to be changed so that part-time employees receive the pro rata amount the full-time employees receive.]~~

3. All incentive funds will be received in the actual fiscal year it is funded, (after November 1st).

4. Regular employees: 8 hours is equivalent to 1 day.

5. Police officers (shift): 12 hours is equivalent to 1 day.

5.6. An employee must be currently employed at the time of distribution of the Attendance Incentive.

6.7. Upon termination of employment, no incentive will be paid to the employee.

E. SCALE: Paid full-time employees [This allows lot of sick time to be used and still receive a bonus. The below scale contradicts the purpose and policy. You have to remember that employees also receive vacation time. I made suggested changes below.]

0 to ~~4-2~~ sick days used in a fiscal year: \$500

Formatted: Font: (Default) Arial, 12 pt

Formatted: Left, Indent: Left: 0.5", Don't add space between paragraphs of the same style, No bullets or numbering, Widow/Orphan control

Formatted: Font: Bold, Highlight

Formatted: Font: Bold, Highlight

Formatted: Font: Bold

| 35 to 59 sick days used in a fiscal year: \$400

| [# 11954896-v2](#)