

PROCEDURE NO. 4-10-32

ISSUED: 05-22-00

REVISED: 12-26-24

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SUBJECT: Incremental Years of Service Incentive Plan

PURPOSE: To recruit and retain highly qualified competent employees and to carry out the mandate of Human Resource Policy No. 4

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Woodhaven will reward all full and part time employees with an incentive based on their years of service. If full time, staff will receive ETO/vacation time at the equivalent of \$200.00 per year for each year they maintained full time status and part time employees will receive a monetary award of \$150.00 per year for each year they maintained part time status. This amount will be added to their ETO Balance if full time. This amount may be left in the ETO Balance, or be cashed in. Any staff receiving the incentive will be eligible to cash it in within 30 days of receiving the incentive if they so choose.

Employees will be eligible for incentives at two and one-half years of service and **then in five-year increments**. For Example – 2.5 years – ETO Equivalent to \$500 for full time service and \$375 for part time service – 5 years – ETO equivalent to \$1,000 for full time service and \$750 for part time service;

All incentives will be allocated within thirty (30) days following employee’s anniversary date provided the recipient is still employed at the time they are eligible for the incentive.

If an employee leaves employment and later is rehired, the amount of time in the first period of employment will be counted toward seniority only if the absence was twenty one (21) days or less. This will apply to all status employees (Full Time, Part Time, On Call).

To be eligible to receive the incentive, employees must complete a minimum of 2.5 years of full or part time employment.

The years of service incentive plan will be implemented on a year to year basis. The CEO reserves the right to discontinue this plan at any time he/she finds it necessary.

Any exceptions to this Procedure are at the discretion of the CEO.

Approved: \_\_\_\_\_  
Human Resource Director

Date: \_\_\_\_\_