

## **Information**

Employee Recognition Program

## **Effective**

May 1 1992

## **Number**

PER 6 02

## **Applicability**

This policy applies to University Administrators and Staff

## **Administrative Authority**

Vice President for Human Resources

## **Responsible Unit**

Human Resources

Miller Information Technology Center Rm 02C

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## **History**

Revision Date(s): October 18, 2017; January 30, 2018; December 7, 2021 (minor edits); August 24, 2022 (minor edit); December 2, 2022; April 9, 2026 (minor revision)

Reviewed Date(s): March 9, 2016; October 18, 2017

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## **Categories**

## **Statement:**

The university provides service awards in recognition of the contributions of administrators and staff.

Appropriate awards are established in five-year increments as of September 1 of each year, beginning with 10 years of service.

All regular staff members working 50 percent FTE or more are eligible to receive awards. Creditable service for an award includes all periods of regular employment. Regular employees working at least 40 percent FTE prior to May 1, 1992, will continue to be included in the service award program.

Approved leaves of absence do not constitute a break in continuous or creditable service.

## **Responsibilities:**

The Human Resources Department will compile a list of employees who are eligible for longevity awards for verification by the Employee Recognition Program Committee.