



Effective Date: July 1, 2011

Retired:

Revised:

Approved by: WAYNE J. RILEY, M.D., MPH, MBA, PRESIDENT AND CEO

Subject: Human Resources - Employee Recognition & Service Awards

PURPOSE: To recognize employee contributions and service with service awards.

POLICY: It is the policy of the Company to recognize employee contributions and service to the organization by presenting employee recognition and service awards to eligible employees according to the guidelines below:

- (1) All full-time and part-time employees are eligible to receive a service award upon completion of five years of service and at the end of every additional five years of service. Service does not have to be continuous to count toward service credit for the award.
- (2) The College may reward outstanding performance and productivity by presenting recognition awards to eligible employees. Generally, the Human Resources Department will be responsible for setting eligibility requirements and implementing the different programs. Department heads and supervisors may assist in determining award recipients.
- (3) Employee recognition awards will be presented as soon as possible following the determination of award recipients. Traditionally service awards are presented to qualifying employees at an annual event.
- (4) The Human Resources Department is responsible for identifying the employees who will be honored, notifying the presenter, ordering the awards, and arranging for appropriate announcements and publication of awards.