

Subject: **Service Awards**

Applies to: All Staff

I. Policy: As an expression of appreciation and to recognize long service, the University honors eligible staff members. Awards, in the form of gifts from the University, may be selected by the honorees from the Service Awards brochure.

II. Guidelines:

A. Eligibility: Regular full- and part-time staff members who have accrued 10 years of service, and every 5 years of service thereafter (i.e. 15th, 20th, 25th, etc.) will receive notification of their eligibility and information regarding gift selections.

1. Length of service (or service time) is governed by the service date. The service date will differ from the appointment date when: a) a staff member is initially appointed in a benefit ineligible status; e.g. time-as-reported (TAR), and then transfers to regular full- or part-time status; b) a staff member changes from regular full- or part-time to TAR and then returns to regular full- or part-time status; c) a staff member voluntarily terminates, is rehired and, if qualified, has previous service time reinstated. In "a" above, service time is accrued from the date one's regular full- or part-time position is effective but the appointment date remains the date of hire as a TAR. In "b" and "c" above, one will acquire an adjusted service date.
2. When an adjustment of University of Rochester service increases a staff member's total service to equal or exceed one of the recognized 5-year increments, the staff member will be eligible to receive the award for the most recent 5-year increment unless he or she has already received that award.
3. A staff member who retires or terminates after becoming eligible for an award but before the awards selection procedures is entitled to receive the award.
4. Staff members on Long-Term Disability who achieve eligibility prior to becoming inactive are entitled to receive awards earned prior to their inactive status.
5. Staff members on Leave of Absence continue to accrue service and are therefore eligible to receive awards at the appropriate increments as outlined in IIA.

B. Procedures: Award selection materials are delivered to departments within the month prior to the anniversary date for presentation to staff members. Gifts are delivered directly to staff members' homes.

1. If a staff member does not receive their gift, or if there are problems with their gift once they receive it, notification must be received by the Human Resources Recognition Program within 3 months to rectify the problem and arrange for a replacement. Issues that are not reported within this timeframe cannot be honored.