



## **Years of Service Recognition**

**Last Updated:** August 2, 2017

**Last Reviewed:** September 4, 2020

**Department/Division:** Human Resources

### **Purpose**

To show appreciation to employees for their dedication and contributions to the success of Mid.

### **Policy**

Mid Employees and EDUStaff employees appointed into positions of adjunct instructor or permanent part-time, are recognized for their consecutive years of service in increments of 5 years (i.e. 5, 10, 15, 20, 25, 30, etc.)

The date used for service year recognition is November 1<sup>st</sup> each year.

Recognition takes place during the fall all staff professional development day.

Recognized employees will receive a certificate of appreciation and a monetary stipend (taxable and paid via payroll) in the amount of \$10 for each year of service (ex. 5 year award will receive a \$50 stipend).

If an EDUStaff employee is appointed in a permanent part-time position and then transitions directly into a full-time Mid position, their years of service date will reflect the initial EDUStaff appointed date.

If an employee separates employment from Mid and returns more than 30 days from their separation date, their years of service date will reflect the most current hire date. Prior years will not be included.

### **Procedure**

- Human Resources tracks all years of service for employees and EDUStaff appointees.
- Human Resources will submit years of service recognition names to the Business Office at least two (2) weeks prior to the professional development recognition day in order to process stipend payments.
- Human Resources will provide certificates for recognition.
- Mid President will present certificates to employees at the Fall Professional Development day recognition. Monetary stipend will be processed into the employee's bank account via direct deposit on the last pay in November.