

## Employee Service Recognition and Other Events

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### I. Purpose

To provide a policy for employee service recognition within the University. The policy is consistent with the guidelines set forth in Management Directive 505.23 as amended on March 12, 1998.

### II. Objectives

- A. To outline a procedure for recognizing employees with various years of service.
- B. To outline a procedure for honoring retiring Slippery Rock University employees.

### III. Policy

#### A. Service Recognition

Employees with ten, fifteen, and twenty years of service will receive pins. Staff with twenty-five years of service will receive an engraved plate, while faculty and managers with twenty-five years will receive an engraved medallion. Employees with thirty and thirty-five years will receive engraved plaques. Employees with forty years of service will receive an engraved clock. Recognition beyond 40 years of service will be determined on a case-by-case basis.

In calculating service time, leave without pay will not be deducted from total years of service. Service at McKeever Environmental Center before Slippery Rock University assumed direction of it will be included. If an employee resigned or retired from the University and later returned, all service time will be combined to determine eligibility for awards. Other state service will not be considered. Individuals eligible for an award who died in service will be recognized posthumously.

The President will present faculty awards at the January Academic Assembly. Service time for faculty will be calculated as of the end of the current academic year. Managers will receive their awards from the President at a meeting in the spring. Their service time will be calculated as of March 31. The President will present awards to staff at the summer staff picnic. Their service will be calculated as of August 31.

Retirees who did not qualify for the service awards at the time of the last service recognition ceremony, but who did qualify at the time of their retirement, will receive such awards.

#### B. Retirement Recognition

Departments may choose to honor a retiring colleague by hosting a reception open to the university provided that:

There is minimum disruption to university services.

Food and non-alcoholic beverage costs are reasonable.

No alcohol is to be served during normal work hours.

Approved to serve alcohol at after-hour events must be secured from the area vice president and a permit granted by the alcohol use committee.

No compensatory time or overtime be accrued for voluntary attendance at after-hour social events.

Retirement luncheons or dinners hosted by and for the department members only will be employee sponsored. The same criteria apply above if hosted on campus.

The president may honor retiring vice presidents, deans or other administrative personnel at a university-wide reception.

Approval for departments to purchase either service, retirement or outstanding achievement awards must be authorized in advance from the area vice president.

Additional employee recognition events may be considered by the president in accordance with Management Directive 505.23. This policy is subject to change as circumstances dictate.