

Georgia College & State University

Service Recognition Policy

Policy Statement:

Georgia College & State University shall have a Service Recognition Program that recognizes employees for their length of service to the University. Recognitions will be made in accordance with the procedures outlined in this document and the USG Board of Regents *Policy on Employee Recognition Programs*.

Definitions:

- **Employee:** Includes faculty and classified employees.
- **Faculty:** The faculty shall consist of the corps of instruction and the administrative officers as defined in Section 300 of the Policy Manual of the Board of Regents of the University System of Georgia.
- **Classified Employees:** Classified employees shall consist of the professional and administrative employees and staff defined as follows:
 - **Professional and Administrative Employees:** All employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities, and who are not identified as faculty or graduate assistants, shall be designated as Professional and Administrative Employees.
 - **Staff:** All employees who are not exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) shall be designated as staff.
- **Regular Employment:** Employees who are employed for a continuous period that is expected to exceed six (6) calendar months shall be known as “regular” employees. Regular positions with a work commitment of half-time or greater are benefits eligible.

Keywords:

Service recognition; length of service

Reason for the Policy:

A Service Recognition Program supports the University's strategic initiative to recruit and retain highly qualified faculty and staff who are invested in the university's mission, its students, and its commitment to reason, respect, and responsibility. It is an institutional priority to expand opportunities to celebrate faculty and staff achievements and to build community.

Employee service recognition acknowledges that the contributions of Georgia College employees are critical to fulfilling the University's mission. Each employee makes a difference and as such, the University should endeavor to identify means by which meaningful recognition occurs.

Proposed Outcomes:

- Service awards are presented to employees in recognition of length of service.
- An employee receives his or her first service award for ten (10) years of eligible service. Thereafter, the employee receives service awards in five-year intervals as eligible service accrues.
- One or more Service Recognition Ceremonies will be held annually to acknowledge employees who meet the specified length of service milestones.

Applicability of the Policy:

This policy applies to all Georgia College faculty and classified employees who are employed at least half-time. Student workers and graduate assistants are not eligible for length of service recognition.

Related Policies:

This policy shall replace the "Service Awards" entry in the current Georgia College & State University Policies, Procedures, and Practices Manual.

USG Policy on Employee Recognition Programs:

http://www.usg.edu/hr/manual/employee_recognition_programs

Procedures:

1. The Office of Human Resources and Employee Relations shall be responsible for identifying employees to be recognized based on the eligible service criteria.
 - Employees shall be recognized at the Service Recognition Ceremony that next occurs after they reach the specified years of eligible service.
 - A list of all employees, including their length of service, shall be distributed to supervisors by August 1st each year. Supervisors shall be responsible for confirming with the employee that the length of service is accurate. Discrepancies shall be reported immediately to the Office of Human Resources and Employee Relations.
 - To assist in the identification process, employees with discrepancies or unusual service records (e.g. non-continuous service, leave of absence, part-time to full-time) are encouraged to complete the Employee Service Update Form and submit it to the Office of Human Resources and Employee Relations.
2. An employee receives his or her first service award for ten (10) years of eligible service. Thereafter, the employee receives service awards in five-year intervals as eligible service accrues.
3. The following criteria shall be used to determine eligible service:
 - Eligible service commences on the initial date of employment at Georgia College.
 - Eligible service is based on an employee's total service with the University and includes all periods of regular employment; this does not mean the service must be consecutive years.
 - For faculty, an academic year appointment for 9, 10, or 11 months is considered the equivalent of a 12-month appointment for calculation of eligible service.
 - An approved leave of absence of one year or less is not deducted from the length of service.
 - Leave without pay status is not included in eligible service.
 - Military leave with pay status is included in eligible service.

Forms:

Employee Service Update Form – *to be created*

Contacts:

Office of Human Resources and Employee Relations; hr@gcsu.edu, 478-445-5596

Approval Date:

ECUS – 3/22/13