

Service Awards

Original Implementation: October 4, 1984

Last Revision: July 24, 2018

Purpose

This policy establishes guidelines for recognizing employees for service to the university.

Definitions

Service awards are pins and certificates of appreciation awarded to employees with ten, twenty, thirty, forty, or fifty years of service to the university.

The **President's Award** is a special recognition of outstanding service by a staff employee that includes a plaque and cash award.

General

Human resources (for non-academic employees) and the Faculty Service Award Committee appointed by the provost/vice president for academic affairs (for faculty) coordinate annual service award programs to recognize employees for years of service to Stephen F. Austin State University. Award recipients are identified on the basis of years of service as recorded in the individual's personnel records in human resources.

Department heads are notified of those employees who are eligible to receive awards. Questions concerning an individual's eligibility should be directed to human resources for staff and to the provost/vice president for academic affairs for faculty. Arrangements for the staff recognition ceremony are carried out by human resources. Arrangements for the faculty recognition ceremony are carried out by the Faculty Service Award Committee in conjunction with the office of the provost/vice president for academic affairs.

In conjunction with the staff service award program each year, two exempt and two non-exempt staff employees are selected from nominated staff employees to receive the President's Award in recognition for outstanding service to the university.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Director of Human Resources

Forms: None

Board Committee Assignment: Academic and Student Affairs