

**I. Overview**

The purpose of this award is to recognize years of service to the institution. UACCB full-time employees become eligible for years of service awards upon completion of five or more years of continual service at UACCB. For years of service awards, one year of service is calculated from date of hire.

**II. Practice**

Employees are recognized for years of service in May of each year at the end-of-year meeting. Awards are as follows:

**Years of Service Awards**

5 years – Lapel Pin

10 years – Desk Plaque

15 years – Overnight Bag

20 years – Bookends

25 years – Desk Clock

**III. Clarifying Points**

Years of service awards are provided to all full-time employees including classified, non-classified, faculty and administration.

Faculty are recognized at the May meeting preceding their August hire date.

Other employees who will reach their five year anniversary by September 1 following the preceding May meeting will be recognized at that meeting, in advance of the actual anniversary.

Adopted: 3/19/2014

Revised: 2/20/2019