



STAFF EMPLOYMENT MANUAL

Title: 6.0 Employee Relations

Chapter: 6.07 Service Recognition

Issuance Status and Effective Date: March 2013

1. Recognition

The University recognizes and awards extended years of service to regular full-time and regular part-time staff as follows:

Years – 5, 10, 15, 20, 25, 30, 35, 40, 45, 50

Service is acknowledged on Recognition Day, held annually on a day near the anniversary of the University Charter, February 21 (1957).

Temporary employment is not eligible for service credit. (See also **3.06, Part-time, Temporary and Student Employment.**)

2. Service Date

Service for recognition purposes only is determined by the employee's service date, which is the date on which the person began regular employment. If the person is rehired, a new service date is established.

3. Adjusted Service Date

An adjusted service date is issued for breaks in service of less than one year and for part-time service completed prior to a full-time appointment, which is credited at one-half time. This adjusted service date is defined as the date upon which vacation and other applicable benefits are based for regular full-time staff. It represents accumulated full-time active service, and is calculated as opposed to an actual date. HRD will calculate and communicate the adjusted service date for eligible new hires or transfers when necessary.