

Refer to Section {B}  
{Personnel}Unit  
**Procedure for {B 23 – Employee Service Awards**

---



Awards are presented annually to faculty and staff members who have reached designated anniversary dates.

1. Awards are given at the completion of the first year, at 5 years of service and the completion of each fifth year thereafter. Service does not have to be on a continuous basis.
2. These awards are generally presented by the president of the college at the annual end-of-the-year luncheon.
3. Appointments which are less than 12 months but at least nine months shall count as a full year's service. Appointments of less than nine months will be calculated on an individual basis.
4. The college presents awards to full-time and part-time faculty and staff. Temporary staff and adjunct faculty do not receive service awards.