



# University of New Haven

## *Human Resources Policy / Procedure*

<b>Policy / Procedure Title</b>	<b>Applicability / Scope</b>	<b>Purpose</b>	<b>Effective Date</b>	<b>Responsible Party</b>	<b>Pages</b>
Service Award Program Policy & Procedure	All Employees (Excludes Temporary Employees and Adjuncts)	Provides an overview regarding the employee recognition service award program and eligibility	7/1/19	Vice President Human Resources	1

The University has established a service award program for employees. The program is administered by the Human Resources Department. Awards in recognition of career milestones will be distributed for years of service in five (5) year increments. Employees with five years of service will be acknowledged with a certificate and gift. Employees celebrating anniversaries greater than five years will receive a certificate and a gift catalog based on their years of service. A gift of the employee's choice will be mailed to the employee's home directly from the vendor.

In order to be eligible for a service award, the employee must be an "active" employee at the time the awards are distributed.