

PROCEDURES MEMORANDUM

TO: MCC Staff
FROM: Office of the President
SUBJECT: Service Awards Recognition
DATE: January 17, 2008
PURPOSE: The purpose of Service Awards at MCC is to recognize longevity of employment.
SCOPE: This procedure applies to longevity service awards for regular full-time and part-time employees and part-time credit faculty.

1. Full-time and Part-time Regular Employees

A. General Criteria

Regular employees—both full-time and part-time—are recognized for service following the completion of 5 years of service and at each five-year interval thereafter. Staff members who have reached their 5th, 10th, 15th, 20th, 25th, etc. anniversary on or before December 31st of each calendar year shall be eligible for a service award.

If an employee resigns and later returns to employment in a regular position, the employee is credited for prior service in all part- or full-time regular positions when calculating the length of service award. A leave of absence of more than three months duration is deducted from the employee's calculated length of service.

B. Award

Awards are presented annually at a time and place designated by the College administration. Recipients receive a gift and/or a certificate based on their years of service.

C. Responsibility

Human Resources is responsible for planning the awards ceremony and for identifying and notifying employees who have met the criteria for receiving a service award.

2. Part-time Credit Faculty

A. General Criteria

Part-time credit faculty who have taught at least 20 credit quarters total with at least one credit quarter during the previous academic year are eligible to receive a

longevity service award. Service is recognized in increments of 20 quarters of service; that is, 20 quarters of service, 40 quarters of service, 60 quarters of service, etc.

B. Award

Awards are presented annually at a time and place designated by the College administration. Recipients receive a certificate reflecting the appropriate years of service. Following the completion of 60, 80, and 100 credit quarters of service a suitable gift is presented.

C. Responsibility

Academic Affairs, with assistance from Human Resources, is responsible for planning the awards ceremony and for identifying and notifying employees who have met the criteria for receiving a service award.

Adopted 11/25/87; Revised 11/19/01; 2/8/05; 1/17/08