

SECTION: Business Affairs
SUBJECT: Employee Recognition & Gifts

ISSUED BY: Vice President for Business Affairs and Treasurer
REPLACES: New
APPROVED BY: President's Cabinet
EFFECTIVE DATE: 1995

Employees are formally recognized for appreciation and service in two categories: faculty and staff/administration.

Faculty are recognized for service in the annual "faculty appreciation" banquet typically held annually near the end of the spring semester. At that time, faculty are recognized for service increments of 5, 10, 15, 20, 25, 30 etc. years. Appropriate recognition gifts are presented at this time.

Staff and administration are recognized at a "staff appreciation" banquet held annually near Christmas. It has been the practice to invite family members as well as retired staff and administrators. At this time, staff and administration are recognized for service increments of 5, 10, 15, 20, 25, 30, etc. years. Appropriate recognition gifts are presented at this time.

Because of these formal recognition programs it is not appropriate for individual departments to expend department funds for purposes of employee appreciation, employee recognition, employee service gifts, or Christmas celebrations.

This policy does not apply to personal actions of department heads and other employees who may wish to take any of the above actions on a personal basis.