

ADMINISTRATIVE PROCEDURES

Title: SERVICE AWARDS	Identification: 3.29
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	Effective Date: July 1, 2007
Authority: SBE 6A-14.0261 FS 1001.64; 1001.65	Signature/Approval: Dr. Gwendolyn W. Stephenson

PURPOSE

This procedure establishes guidelines for awarding service awards to full-time employees who have completed five (5), ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30), thirty-five (35) and forty (40) years of service to Hillsborough Community College. The years of service are calculated for those employees who reach one of the years of service categories with in a calendar year.

PROCEDURE

Each full-time employee will be eligible to receive an award in recognition of continuous service to Hillsborough Community College. An employee will receive a predetermined award after completion of 5 and 10 years. An employee completing 15 years and up in increments of five years of service will be able to select an award from an awards brochure.

The President or the President's designee will present the awards annually at each campus, including the District Administrative Offices, in the same month of and prior to All College Day. The President will personally recognize the recipients of 25 years and up during All College Day.

An employee will be notified by their campus president or appropriate Cabinet member as to the date and location of the presentation of their service award. Any recipient who is unable to attend the awards ceremony will receive their award from their supervising administrator.

History: Replaces Procedure 2.027, Service Awards, dated August 8, 1994