



Policy 4.32 Service Awards

Responsible Official: VP for Human Resources
Administering Division/Department: Benefits
Effective Date: March 29, 2007
Last Revision: October 15, 2009

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Overview

Service Awards are provided to staff employees upon completion of service in 5-year increments during the current calendar year only. The award consists of a certificate and a gift.

Employees with 25, 30, 35, 40, 45 and 50 years of service are recognized annually.

Departments are encouraged to provide special recognition to employees. The Human Resources staff is available to discuss departmental recognition plans

Applicability

Service is determined based on employment at Emory University and Emory HealthCare. Temporary and regular employment of at least half time, except for student employment, are aggregated to determine eligibility. Eligibility is aggregated for breaks in service.

Policy Details

RE-HIRES

When an employee is re-hired their employment records should be evaluated to determine an adjusted service factor. Departments should request the review from the Employee Relations and Organizational Development Department of Human Resources. The correct service date must be entered in PeopleSoft.

PROCEDURE

On a quarterly basis Human Resources notifies the department head or designated representative of the service award recipients from his/her department. Human Resources coordinates delivery of the service award gift and certificate packets to the designated representative in the department.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.32>

Contact Information

Subject	Contact	Phone	Email
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Revision History

- Version Published on: Mar 29, 2007
- Version Published on: Mar 29, 2007 (Original Publication)