Policy 4.32  
Service Awards

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Responsible Official:  VP for Human Resources  
Administering Division/Department:  Human Resources  
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Overview

Service Awards are provided to staff and principal employees upon completion of service in 5-year increments. The award consists of a certificate and a gift. Employees with 25, 30, 35, 40, 45 and 50 years of service are recognized at the Annual Service Award Luncheon.

Departments are encouraged to provide special recognition to employees. Human Resources 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 Center for Organization Development when the employee is re-hired. The correct service date must be entered in PeopleSoft.

PROCEDURE

On a quarterly basis Human Resources notifies the department head of the recipients from his/her department and provides him/her with gift selection form for the employee(s).

The department head sends the gift selection form to the employee(s). The employee selects a gift and returns the selection form to Human Resources via fax, mail or internet.

Human Resources delivers the gift and certificate to the designated representative in the department.
Related Links

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

Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.