

POLICY 2
EMPLOYMENT AND SEPARATION

Rule 2.11 - Retirement and Service Awards

Each Civil Service employee will be awarded a certificate upon completion of 5 and 10 years of total service. A certificate and service gift will be awarded at 15, 20, 25, 30, 35, 40, and 45 years as an expression of the University's appreciation of service to the mission of higher education. A retiring employee will be awarded a retirement certificate and other mementos as determined by the campus service recognition program. Certificates will be signed by the appropriate University and campus administrators.

Regulations

2.111 Employee Recognition

The Chancellor of each campus will encourage deans, directors, and department heads to properly recognize employees who become eligible for service awards.

2.112 Retirement and Service Certificates and Gifts

Each campus shall plan and implement the awarding of retirement and service certificates and gifts in a mode which will appropriately express University policy. Participation by the employing unit in the awarding of the certificates and gifts, as well as the participation of other campus officials, is encouraged.