

PROCEDURES MEMORANDUM

TO: MCC Staff
FROM: Office of the President
SUBJECT: Service Awards Recognition
DATE: August 10, 2018
PURPOSE: The purpose of Service Awards at MCC is to recognize longevity of employment.
SCOPE: This procedure applies to longevity service awards for regular full-time and part-time employees and part-time credit faculty.

1. Full-time and Part-time Regular Employees

A. General Criteria

Regular employees—both full-time and part-time—are recognized for service following the completion of 5 years of service and at each five-year interval thereafter. Staff members who have reached their 5th, 10th, 15th, 20th, 25th, etc. anniversary on or before December 31st of each calendar year shall be eligible for a service award.

If an employee resigns and later returns to employment in a regular position, the employee is credited for prior service in all part- or full-time regular positions when calculating the length of service award. A leave of absence of more than three months duration is deducted from the employee's calculated length of service.

B. Award

Awards are presented annually at a time and place designated by the College administration. Recipients receive a gift and/or a certificate based on their years of service.

C. Responsibility

Human Resources is responsible for planning the non-faculty awards ceremony.

2. Part-time Credit Faculty

A. General Criteria

Part-time credit faculty who have taught at least 20 credit quarters total with at least one credit quarter during the previous academic year are eligible to receive a longevity service award. Service is recognized in increments of 20 quarters of

service; that is, 20 quarters of service, 40 quarters of service, 60 quarters of service, etc.

B. Award

Awards are presented annually at a time and place designated by the College administration. Recipients receive a certificate reflecting the appropriate years of service. Following the completion of 60 quarters of service, 80 quarters of service, 100 credit quarters of service, etc. a suitable gift is presented.

C. Responsibility

Academic Affairs is responsible for planning the faculty awards ceremony.

Adopted 11/25/87; Revised 11/19/01; 2/8/05; 1/17/08; 6/10/14; 8/10/18