



## **Rowan College of South Jersey**

Administrative Procedure: 7501

### **EMPLOYEE RECOGNITION AWARDS**

#### **Service Awards**

The College recognizes dedicated service and the value of the skill, knowledge, and judgment gained through years of experience. To honor this service, the President and Office of Human Resources (HR) will host an annual reception in October to coincide with the College's Professional Development Day.

Beginning with five (5) years of service, faculty, regular full-time, and regular part-time employees will be recognized for every fifth year of service; e.g., 10, 15, 20, 25, etc. as calculated from hire date to date of the event.

Gifts appropriate to the length of service will be presented.

#### **Retirees**

The HR department will honor the year's retirees during the College's Professional Development Day.

Area: Human Resources

Approved: 07/01/19

Reaffirmed: 08/09/22

President's Authorization: \_\_\_\_\_

A handwritten signature in black ink, reading "Jim Keating", is written over a horizontal line.

#### References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7501 Employee Recognition Awards*

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