

Policies and Procedures

Title

Service Recognition Program

HR Policy No. 50.012

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Revised: May 1, 2019

Purpose

To recognize long-served employees who contribute daily to the College's operations in support of the mission.

Applicability

All full-time employees with a minimum of ten years of consecutive service.

Policy

Providence College is appreciative of the administrators, faculty, and staff who come to work each day to contribute to College goals and to support and uphold the mission of Providence College.

The Service Recognition Program rewards years of service at the 10, 20, and 25 year level, and at five year increments thereafter. Eligibility is based on the employee's adjusted service date.

Each recipient is presented with a personalized certificate of appreciation, signed by the divisional vice president of the department and the President of the College. In addition, each recipient will receive a gift card award based on an assigned dollar value at each service level.

Granted at the following levels of service:

10 Years	\$100 Gift Certificate
20 Years	\$200 Gift Certificate
25 Years	\$250 Gift Certificate
30 Years	\$300 Gift Certificate
35 Years	\$350 Gift Certificate
40 Years	\$400 Gift Certificate
45 Years	\$450 Gift Certificate
50 Years	\$500 Gift Certificate

Awards will be presented individually on, or as close to, the service anniversary date as possible.

Individuals who have reached 25 years of service will be honored at an annual reception in conjunction with the office of human resources, and the office of academic affairs. Each recipient is entitled to bring a guest to the reception, where they will receive their award from the President.

Tax Implications

Internal Revenue guidelines require that gift cards be taxed by the employer.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.