

Policies and Procedures

Title

Torchbearer Award

HR Policy No: 50.011

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Reviewed: May 1, 2019

Purpose

To recognize and reward an administrative employee and a staff employee, through a peer nomination program, for extraordinary service to Providence College.

Applicability

Full-time full-year and full-time academic-year administrative and staff employees (see specific eligibility below.)

Policy

Each spring, Providence College will recognize and reward an administrative employee and a staff employee who fulfill the criteria and spirit of the award. Nominations for the awards will be solicited from administrative and staff personnel during the first two weeks of February. Consideration will be based on recognizing an administrator and a staff member who:

- Has most clearly espoused the mission of the College as expressed in the College's Mission Statement;
- Has made an extraordinary contribution to the effectiveness and success of her or his office, department, or program;
- Has made an extraordinary contribution to the effectiveness and success of the College;
- Has most clearly and most successfully worked collaboratively across office, department, program, or divisional boundaries to advance College goals and initiatives.

Selection Process

A selection committee will be appointed by the office of human resources and will be charged with reviewing all nominations. The committee will consist of one employee representing each division and will be drawn from senior level management and staff personnel. Committee appointments will be for a two-year term and will have a staggered structure.

The committee will review all nominations and will forward the name(s) of an administrative employee and a staff employee to the Cabinet for approval.

Eligibility

All full-time employees (full-year, 10-month, and 9-month) who have been employed by the College for a minimum of three years are eligible to receive this recognition. Members of senior level management (vice presidents, associate/assistant vice presidents, and select deans), all members of the selection committee, and former recipients of the award are not eligible.

Award Recognition

The award shall be referred to as the Providence College “Torchbearer Award.”

The award(s) will be presented by the College President at an annual spring event sponsored by the office of human resources.

A master plaque noting the recipients will be displayed in a prominent location.

Each award recipient will receive a cash gift in the amount of \$1,000, a gold VIP card effective the beginning of the next fiscal year, and a plaque appropriately inscribed.

The gold VIP card will entitle the recipient(s) to:

- Fifty (50) complimentary luncheons in Alumni cafeteria;
- An added discount in the College bookstore;
- Two season ticket packages to one Friar athletic program (choice of men’s or women’s basketball or men’s or women’s ice hockey);
- A designated parking place located near the recipient(s) work location.

Tax Implications

Internal Revenue Guidelines require that cash awards be taxed by the employer.

Responsibility

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