

UIC POLICIES AND PROCEDURES

NUMBER
701

MANUAL Human Resources	SECTION Employee Recognition	PAGE 1 of 1
SUBJECT Service Recognition Awards	EFFECTIVE 04/01/1997	REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources	APPROVED BY Chancellor	

PURPOSE

To communicate UIC's service recognition award program for employees at the UIC.

SOURCES AND BACKGROUND

Office of the Vice Chancellor for Human Resources

APPLICABILITY

All UIC employees including UA employees working at the UIC campus

POLICY

The Service Recognition Award acknowledges the length of service beginning at five years of service, in five year increments, of all academic professionals and support staff. Faculty recognition begins at 25 years of service and is recognized in five year increments. Certificates and gifts to eligible employees are distributed annually each November during UIC's Employee Recognition Week.

PROCEDURES

RESPONSIBILITY

1. Director of Special Programs
2. Department/Unit Head
3. Director of Special Programs

ACTION

Sends information to the appropriate departments and units indicating employee's length of service at UIC.

Reviews information for accuracy and returns it to the Director of Special Programs.

Prepares length of service certificates and mementos and distributes awards for employees with 5, 10, 15, or 20 years of service to the unit or department. Arranges for employees to be recognized with 25, 30, 35 and 40 years of service and to receive their awards at the Employee Recognition Ceremony.