

UIC POLICIES AND PROCEDURES

		NUMBER 701
MANUAL Human Resources	SECTION Employee Recognition	PAGE 1 of 1
SUBJECT Service Recognition Awards		EFFECTIVE 04/01/1997
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ISSUED BY UIC Human Resources	APPROVED BY Chancellor	

PURPOSE

UIC strives to provide an environment that recognizes employees in a positive manner. Service recognition demonstrates an appreciation of university employees working at UIC.

SOURCES AND BACKGROUND

UIC Human Resources

APPLICABILITY

Eligible Time

Employees are eligible for service recognition if they work at the Chicago campus (including University Administration employees) are status civil service employees, salaried academic professionals or faculty member with an appointment greater than 0%. Time in visiting status and in post doctoral research associate are eligible for service recognition. Service Recognition time is reflected in the seniority date field, adjusted to include eligible service time at the University for eligible employees (including University Administration employees) working at UIC. Eligible Service Recognition time is reflected in the seniority date field and is based on eligible University service, accumulated by an employee throughout their career.

Not Eligible Time

Employees (time) not eligible for service recognition are as follows: lay off status, emeritus status, retire/rehire, extra help, academic hourly, unpaid appointments, intern, post doctoral fellows and residents. Training programs, time as a student or graduate student employee, service time transferred from other state agencies or institutions and time purchased are not included as time for service recognition.

POLICY

The Service Recognition Award Policy acknowledges university employees who are eligible civil service employees, academic professional employees and eligible faculty working at UIC, beginning at 5 years of service and then in five-year increments after 5 years. Employees must be status civil service, academic professionals or faculty with appointments greater than 0%. Certificates and gifts are distributed annually during UIC's Employee Recognition Month.

PROCEDURES

RESPONSIBILITY

1. Human Resources, Department of Special Programs
2. Department/Unit Head
3. Human Resources, Department 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 Human Resources, Department of Special Programs.

Prepares length of service certificates and mementos and distributes awards for employees to the unit or department. Arranges for employees beginning with 25 years of service (in 5 year increments) to be recognized at the campus wide Employee Recognition Ceremony.