


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 401.3		
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	Last Revision Date:	12-14-90	
Effective Date:			
Section:	Personnel	Subject:	Service Awards

PURPOSE

A service award will be given by the President to recognize the long-term service of full-time employees who have a minimum of 5 years of full-time employment at Arizona Western College.

PROCEDURE

1. The Personnel Office will identify those full-time employees who have completed 5 or a multiple of 5 years of full-time employment in the calendar year in which the award is made.
2. The Personnel Office will provide a list of those employees to the Planning and Advancement Office prior to November 15.
3. An employee who has noncontinuous years of service to the College will be credited with those years of employment for purposes of this award.
4. Awards will be presented at the annual Christmas Luncheon.