


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 402.3	
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Section:	Human Resources	Subject:	Service Awards

PURPOSE

A service award will be hosted by the Office of 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 Human Resources 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 Human Resources will provide a list of those employees to the Service Award Committee in November for first review, with final confirmation by the Chief Human Resources Officer.
3. An employee who has noncontinuous years of full-time service to the College will be credited with all years of employment for purposes of this award.
4. Awards will be presented at the annual Service Recognition Luncheon.
5. A stipend will be paid to each service award recipient in the amount of \$500.00 for each 5-year increment completed. If the recipient retires prior to the service award celebration, but has completed 5 years or a multiple of 5 years of full-time employment they will receive the stipend in their final paycheck.