


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 402.3	
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		Last Revision Date:	11-28-12
Effective Date:		12-14-90	
Section:	Human Resources	Subject:	Service Awards

PURPOSE

To recognize the long-term service of full-time employees who have a minimum of five years of full-time employment at Arizona Western College.

PROCEDURE

1. Human Resources will identify those full-time employees who have completed five or a multiple of five years of full-time employment in the calendar year in which the award is made.
2. Human Resources will provide a list of eligible employees upon request from the President.
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 annually as directed by the President.