07-11.01 - EMPLOYEE SERVICE AWARDS

I. **Policy Statement:** Towson University ("University") has established this policy and these procedures to recognize and show appreciation to all regular employees who have demonstrated dedication to the University by their continued service.

II. **Reason for Policy:** To recognize and show appreciation to all regular employees who have demonstrated dedication to the University by their continued service.

III. **Responsible Executive and Office:**

   Responsible Executive: Vice President for Legal Affairs & Human Resources and General Counsel

   Responsible Office: Office of Human Resources

IV. **Entities Affected by this Policy:** All regular employees.

V. **Procedures:**

   A. **Eligibility**

   All regular employees are eligible for an award based on their total service at the University as of the end of the current calendar year. In calculating total service to qualify for an award, the following guidelines are utilized:

   1. Credit for the number of years of service begins on the date that continuous regular service at TU began.

   2. Employees who were in a contingent position for three (3) or more consecutive months at any time prior to becoming regular will receive credit for that time towards their Service Award eligibility.

   3. Contingent service that immediately preceded regular employment status, with no break in service, will be counted towards total credit for Service Award eligibility regardless of the length of that contingent service.
4. In the event of an interruption of service, the original service date is adjusted accordingly:
   a. For leaves of absence of less than six (6) months, the original service date is used.
   b. For leaves of absence of six (6) months or more, the original service date is adjusted by subtracting the period of leave.
   c. There is no adjustment for any Military leave periods.

B. Process
   A. Awards are presented each spring for service milestones as of the end of the preceding calendar year.
   B. Early in the calendar year, a list is prepared showing all employees who are eligible for recognition.
   C. Employees who have completed 5, 10, 15, 20, 25, 30, 35, 40, 45 or 50 years of service are eligible for an award.

Related Policies: None.

Approval Date: 05/19/2004

Effective Date: 05/19/2004