

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP- 3060.0

FOR POLICY NUMBER: BP – 3060

EMPLOYEE RECOGNITION

1. PROCEDURE SUMMARY STATEMENT

To describe the process for recognizing individuals who have contributed to the success of the College.

2. DEFINITIONS

2.1 Retiree - for the purpose of this procedure is generally defined as a full or part-time employee who has been employed by the College for a minimum of the past fifteen (15) consecutive years, has decided to end their work assignment, is of retirement age (minimum of 55 years of age) and is in good employment standing at time of departure. Consideration of a future work assignment, either internal or external to the College, does not factor into the retiree status in so far as the other factors described above are met.

3. PROCEDURE

3.1 General

3.1.1 Recognition awards requiring candidate selection shall be based upon an open nomination process. The College shall establish the criteria and guidelines for each recognition program to ensure that all qualified candidates are considered equally and fairly. These criteria and guidelines shall be published each year when nominations are being requested and shall be used to measure the qualifications and merits of each candidate.

3.1.2 In addition to the specific recognition programs identified below, the College may wish to formally recognize individuals or groups for special accomplishments. Such recognition shall be handled through regular administrative actions.

3.2 Specific Recognition Programs

3.2.1 Retiree Recognition

3.2.1.1 Full and part-time employees retiring from the College shall be recognized for their years of service. An award shall be presented to the retiree and recognition made at an annual retirement reception held in the Spring.

3.2.1.2 Full and part-time employees retiring at times other than the end of the academic or fiscal year shall be recognized at the annual retirement reception.

3.2.2 Employee Length of Service Awards

3.2.2.1 Full and part-time employees marking their fifth year anniversary and at five-year intervals thereafter will be recognized for their length of service at an annual Employee Recognition Program.

3.2.3 Excellence/Outstanding Employee Awards

3.2.3.1 The College annually honors employees for teaching excellence and outstanding performance. Nominations for these awards are accepted from the full and part-time employees and current and former students. Using established criteria and guidelines, all nominations are considered and recipients are selected for each award. Awards are generally presented at the Spring In-Service.

4. APPLICABILITY

N/A

ISSUE DATE: 03/28/2018

EFFECTIVE DATE: 03/28/2018

REVISION DATE(S): 12/13/1997 (item #8202); 02/12/2004 (item #9440); 03/01/2014; 09/27/2017; 03/28/2018

PRIOR POLICY/PROCEDURE NUMBER: 2620.a

SCHEDULE FOR REVIEW: 2023

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: AP-3060.1

PROCEDURE KEY WORDS: recognition, awards