

# UIC POLICIES AND PROCEDURES

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Service Year Recognition Awards	04/01/1997	05/01/2014
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

## PURPOSE

To identify criteria and requirements for participation in the service recognition award program for employees at UIC.

## SOURCES AND BACKGROUND

UIC Human Resources

## APPLICABILITY

Employees are eligible for service recognition while they are employed at the UIC campus (including University Administration employees based in Chicago), are status civil service, salaried academic professional or faculty with an appointment greater than 0%. Time in visiting status and as a post-doctoral research associate is considered 'eligible time.'

Employment time not included in the calculation of service time includes: lay off status, term-by-term faculty who are not appointed for a full academic year, emeritus status, retire/rehire, extra help, academic hourly, unpaid appointments, intern, post-doctoral fellows, residents, and graduate students. Service time transferred from other state agencies or institutions and time purchased are not included as time for service recognition.

## POLICY

The Service Recognition Award Policy acknowledges the length of service of eligible UIC employees with appointments greater than 0%. Service year acknowledgement begins at five years of service and continues thereafter for each five-year increment. Service recognition certificates and gifts are distributed annually to units on Campus by UIC Human Resources during UIC's Employee Recognition Month in November.

## PROCEDURES

### RESPONSIBILITY

1. UIC Human Resources, Business Services/  
Special Programs
2. Department/Unit Human Resources

### ACTION

- Sends employee recognition information to the appropriate departments and units indicating employee's length of eligible service at UIC.
- Reviews information for accuracy and returns approved employee list to UIC Human

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Representatives

Resources, Business Services/Special Programs.

3. UIC Human Resources, Business Services/Special Programs

Approves final employee eligible service time. Prepares service recognition certificates and gifts. Distributes awards for employees to the unit or department. Arranges for employees beginning with 25 years of service to be honored at the Employee Recognition Award Ceremony held each year in November.