

06:07:09:00 Service Awards

Purpose:

It is the policy of Dyersburg State Community College (DSCC) to recognize the importance of its employees and reward their diligent efforts through a service award program.

Scope:

The following policy shall be applicable to all full-time and part-time regular employees.

Policy:

Upon completion of five years' service, the employee receives a brass pin in the design of the oak tree (college logo), with three garnets at the base of the pin. At five-year intervals, through twenty years, one garnet stone is exchanged for a diamond so that after twenty years' service the pin has three diamonds. (Example: 5 years, three garnets; 10 years, two garnets and one diamond; 15 years, one garnet and two diamonds; 20 years, three diamonds).

Upon completion of 25 years of service, the employee will be awarded an engraved Cross ink pen.

Upon completion of 30 years of service, the employee will be awarded a desk clock.

Upon completion of 35 years of service, the employee will be awarded an oak tree statue.

Upon completion of 40 years of service, the employee will be honored with an engraved brick to be placed on the grounds of DSCC.

The awards are available to all regular, full-time and part-time employees with consecutive years of service to DSCC and/or restricted programs associated with DSCC. Years of service are computed on a calendar year basis. For example, if the employee's hire date is December 1, 1983, they are entitled to 20 year recognition in October 2003. Presentation of the awards is made during DSCC's Fall Conference.

NOTE: Employees on FMLA or Military Leave or an approved LWOP status are still eligible for the service awards.

Compliance:

All DSCC employees are expected to adhere to this policy.

Definitions:

Revision History:

Policy written February, 1983; policy revised September, 1985, May, 1987, January, 1995, October, 2003. Policy revised April, 2013; approved by Administrative Council on 06/26/2013.