

Emory College Staff Service Award Program Policy

Purpose:

The purpose of the Emory College Service Award Policy is to provide a structure that enables the College to reward employees who have remained with the University and College for specific, extended periods of time. This policy will be applied to all regular College staff employees who achieve the required number of years of service beginning with the Academic Year 2005-2006.

Origin of the Staff Service Award Program:

During the Spring Semester 2006, a College Staff Bonus Committee, consisting of twelve College staff members and headed by Laura Papotto, met several times to discuss the merits of a general merit-based bonus program versus a service-based bonus program. After analyzing research conducted on peer institutions and other entities at Emory University, the group unanimously voted in favor of the service-based bonus program – the Committee agreed that a general bonus program would not further the College’s goals of boosting morale and maintaining fairness in compensation.

Implementation:

Beginning with the Academic Year 2005-2006, all regular employees of the College who have achieved 5, 10, 15, 20, 25, 30, 35 or 40 years of service should be rewarded with a service bonus as per the *Service Milestone Payment Schedule* below.

To be eligible for the service bonus, an employee must have reached the service milestone during the appropriate academic year. For example, staff members who have achieved the service milestone between September 1, 2014 and August 31, 2015 will be recognized during the Academic Year 2014-2015.

Central Human Resources will provide the list of staff members who have achieved a service milestone to Emory College of Arts and Sciences Human Resources for review. Any inaccuracies will be reported to Central Human Resources and any missing staff members will be added to the list.

Service Milestone Payment Schedule:

Service Milestone	Amount	Payment Schedule
5 years	\$75 Visa/MasterCard gift card	Within the last 2 weeks of the appropriate Academic Year
10 years	\$250 net salary payment	
15 years	\$350 net salary payment	
20 years	\$500 net salary payment	
25, 30, 35, 40 years	\$1,000 net salary payment	

Employees who attain one of the listed service milestones during the academic year must still be actively employed with the College at the time of the bonus distribution to receive the bonus or have retired during that same academic year.

A College-wide Staff Service Award Honoree Reception will be held in the last two weeks of August each year. All College staff and faculty will be invited to attend. The Dean of Emory College will present each awardee with an Emory College-specific merchandise item (i.e., a t-shirt, mug or tote) along with a recognition letter. Service milestone award payments will be made via regular payroll on the last paydate of the fiscal year, except for individuals who have achieved 5 years of service. Visa or Master gift cards will be awarded to 5 year recipients.

Revised: 06/15