

SERVICE AWARDS

All regular full-time and part-time monthly employees are eligible to receive a service award upon completion of five years of continuous service and at the end of every five years of continuous service after that.

1. Service awards to employees who have reached their fifth, tenth, fifteenth, twentieth, twenty-fifth, thirtieth, etc., anniversary during the year are presented at appropriate ceremonies as determined by the college President or Chancellor, in the case of District administration staff members.
2. Service awards will consist of a certificate of recognition and gift whose value will be determined by the number of years of service.
3. Time spent on leave of absence for sickness, extended illness, military duty, and industrial accident or illness; any leave of absence with pay (i.e., exchange leave); or sabbatical leave is considered a period of active employment for purposes of determining eligibility for service awards.

Except as indicated above, time spent on leave without pay is not counted as active District employment time. However, such time does bridge two periods of active employment for purposes of determining continuous District employment.

4. The District Human Resources Office is responsible for identifying those employees to be honored for service of twenty years or more. District Human Resources is also responsible for notifying those employees, having employees place their order for a gift of their choice and ordering the gifts.