

## **Mid-Atlantic Christian University Board of Trustees Policy #3**

SUBJECT: Recognition of long service by employees

DATE: January 30, 1996

REVISED: October 2016, April 2020

NEXT SCHEDULED REVIEW: Spring of odd-numbered years, spring 2021

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: All divisions of Mid-Atlantic Christian University

Procedure for: All divisions of Mid-Atlantic Christian University

Authorized by: Chair of the Board of Trustees

Issued by: Board of Trustees

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### I. Purpose

To establish due protocol for showing honor and respect for long-term employees.

### II. Policy

The president leads the university in recognizing all full-time and part-time employees, as well as volunteers, at five-year intervals for long service at MACU. Each spring the Finance Department provides longevity information to the president, who oversees the presentation of awards at the spring commencement service.

### III. Procedure

Each employee (full-time, part-time, volunteer) will be recognized at five-year intervals with a framed certificate.

For the fifth year full-time employees will receive \$100 cash; part-time, \$50 cash; volunteers, \$25 (typically a gift card). For the tenth year full-time employees will receive \$250 cash; part-time, \$75 cash; volunteers, \$50 (typically a gift card).

Commencing with the fifteenth year of completed service, the following will apply:

1. Volunteers will receive a certificate of appreciation and a gift, typically a gift card. The value of the gift is not to exceed \$100 for the first fifteen years of service plus \$50 for each additional five-year period.

2. Full-time employees will receive a certificate of appreciation and a check. The amount of the check will be determined by multiplying \$150 times the number of years of service.

3. Part-time employees will receive a certificate of appreciation and a check. Half-time employees will receive a check equal to \$75 times the number of years of service. Less than half-time employees will receive a check in the amount of \$25 times the number of years of service.

4. Adjunct faculty will receive a certificate upon completing ten semesters of teaching and \$100. The recognition will be repeated every ten semesters adding \$50 for each additional ten semesters.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices