



## SERVICE RECOGNITION POLICY

**Policy Title:** Service Recognition Policy

**Policy Type:** Administrative

**Policy Number:** 10-14 (2021)

**Approval Date:** 11/11/2021

**Responsible Office:** The Office of Human Resources

**Responsible Executive:** Vice President for Operations & Chief Strategist for Institutional Effectiveness

Applies to: Faculty and Staff

### POLICY STATEMENT

Norfolk State University values its employees and seeks to recognize their service and commitment to the Commonwealth and the University. This policy provides for the recognition of employees for their years of state service.

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### DEFINITIONS

**State Service:** State service for service recognition purposes means the sum of all salaried employment in full-time or part-time classified state positions as well as salaried employment in

positions exempt from the coverage of the Virginia Personnel Act (such as faculty, “at-will,” and positions in the Legislative and Judicial branches).

**Service Award:** A certificate and/or gift item presented to the employee in recognition of the completion of each five-year increment of state service.

## **CONTACT(S)**

The Office of Human Resources officially interprets this policy. Vice President for Operations & Chief Strategist for Institutional Effectiveness is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Human Resources.

## **STAKEHOLDER(S)**

This policy applies to all full-time and part-time faculty and staff of the University.

## **SERVICE RECOGNITION POLICY CONTENTS**

Norfolk State University has developed a program to recognize employees’ service. The program provides specific guidelines for the timing and nature of awards as administered by the Commonwealth of Virginia to include:

- Awards starting at five years and for each five-year increment;
- Presentation of service awards at least annually; and,
- An appropriate presentation ceremony.

The Presentation Ceremonies for the service awards include:

- A formal program held during work hours of reasonable duration and consistent with the University’s mission and business needs; and,
- Reasonable expenses to provide an appropriate event.

The calculation of state service includes all salaried employment worked at all agencies of the executive, legislative, and judicial branches of Virginia government. State service includes all periods of approved leave with and without pay.

The following are NOT INCLUDED in the calculation for service recognition:

- Non-working Long-Term Disability; and
- Wage employment as defined in Office of Human Resources [Policy 2.20, Types of Employment, https://www.dhrm.virginia.gov/hrpolicies.](https://www.dhrm.virginia.gov/hrpolicies)

Employees must pass the service milestone before **receiving a** recognition award for that level of service; service time is not rounded up.

In accordance with Commonwealth of Virginia guidelines, Norfolk State University's Office of Human Resources will annually establish workable cutoff dates as needed in order to administer the program efficiently. (For example, employees may be required to reach the service milestones by October 31 to qualify to receive an award at a December ceremony.)

The Office of Human Resources through contracts administered by the Department of General Services, Division of Purchases and Supply (DGS/DPS) <https://dgs.virginia.gov/procurement/> purchases the service award gifts. Purchasing information may also be located on the Department of Human Resources Management website ([www.dhrm.virginia.gov](http://www.dhrm.virginia.gov)). Award items will be consistent in cost/value with the contract items for a given service level (five years, ten years, etc.)

Norfolk State will maintain records as are needed to implement the service awards program.

## **EDUCATION AND COMPLIANCE**

The Office of Human Resources shall make available to all employees training on the requirements of this policy on an annual basis. Records of training will be maintained in the Office of Human Resources. Failure to comply with the requirements of this policy will result in notification to the Office of Human Resources.

## **PUBLICATION**

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate SharePoint Site and/to the policy website;
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 11/11/2024

- Approval by, date: President, 07/11/2018
- Revision History: 02/09/2018 07/11/2018, 7/30/2021
- Supersedes: Presidential Policy #4 (2015) Service Recognition Policy

## **RELATED DOCUMENTS**

1. Commonwealth of Virginia- Department of Human Resources Management Policy Number 1.15- Employee Recognition Programs [policy-1-15-employee-recognition-and-engagement-2-1-19.pdf \(virginia.gov\)](#)
2. Commonwealth of Virginia- Department of Human Resources Management Policy Number 2.20- Types of Employment [Template \(virginia.gov\)](#)
3. Department of General Services, Division of Purchases and Supply (DGS/DPS) Website for service awards/gifts [Employee Recognition Awards \(virginia.gov\)](#)
4. Department of Human Resources Management [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov)

## **FORMS**

*There are no forms associated with this policy and procedures.*