EMPLOYEE RECOGNITION PROGRAM

PURPOSE: To provide appropriate awards and/or acknowledgement to employees for outstanding and noteworthy contributions to the University, or the community.

POLICY: The University shall publicly recognize employees for, extraordinary job performance, outstanding contributions to the University, honors or awards received from the outside community or organizations, and for years of faithful and loyal service to the University.

DATE APPROVED: July 7, 1999

REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

I. Recognition of Accomplishments
   A. The University will make every effort to recognize any employee for one or more, but in no way limited to the following events:
      1. Outstanding work performance.
      2. Outstanding contributions to the University.
      3. Awards and/or honors bestowed by the outside community or organizations.
      4. Innovative approaches to University concerns while serving on a University committee or otherwise while operating in a voluntary capacity.
      5. Publication, presentations and/or planning for outside professional organizations.
      6. Specialized training, and education received.
      7. Receiving an Honorary Degree.
      8. Noteworthy community service.
   B. Employees may be recognized in one or more, but in no way limited to, the following methods:
      1. An article or announcement in the Campus News.
      2. Local, regional or national media coverage.
      3. A letter of commendation from the President, a member of the Senior Staff, and/or their supervisor.
      4. An announcement, and/or a presentation at an appropriate campus gathering, or a University Community event.
      5. Receiving a Franklin Pierce University honorary degree.
      6. Service and Retirement Awards

A. Employees shall be recognized annually at a special buffet luncheon
when they have attained five (5) years continuous service, and every five years thereafter. Retiring employees shall be recognized at this event as well.

B. A retiring employee shall receive a framed, signed certificate with the University Seal recognizing their total years of service with FPC.

C. All employees who retire from FPC with a minimum of twenty-five (25) years of continuous service shall also be presented with a University chair engraved with their name and number of years of service.