

## Employee Service Recognition at Oregon State University

### Introduction

The University takes pride in its tradition of honoring its faculty and staff who have provided service in fulfilling the University's mission. Departments are asked to provide recognition to their employees who have reached 5, 10, 15 and 20 years of OSU service. Recognition activities for 25 years and beyond are provided by University events.

### Timeline & Procedure

Because service date information is collected in early March by University Events in preparation for the 25-Year Club recognition activities, department representatives are encouraged to review their employees' length of service dates early in the calendar year. If, after reviewing years of service based on the guidelines below, errors in employee service dates are found, corrections are made by having departments forward this information to their Human Resources contact by the last business day in February. Having correct records is important in order for this effort to be timely and meaningful.

Human Resources has access to the "Length of Service" report in CORE reporting and will supply it upon department request.

Additional information about employee recognition at OSU is available at <http://oregonstate.edu/admin/hr/recognition/index.html>.

### Recognition Certificates

Service recognition certificates are available from Printing & Mailing Services at <http://members.printable.com/oregonstateuniversity/oregonstate/> for departments wishing to recognize their faculty and staff with 5, 10, 15 and 20 years of OSU service. Recognition certificates for 25 years and beyond are presented university wide at the 25 Year Club celebration held in May.

### Guidelines for Counting Service

We ask that you follow these guidelines for counting service so that we have a consistent approach for all University employees.

### Periods of service that count toward employee service recognition:

Length of service is counted for employees currently in classified and unclassified positions. To receive credit for a full year of service, the employee must be half-time (.50 FTE) or greater in all combined eligible appointments for that year. See #4 below if the employee's service was less than half-time (.50 FTE) for any portion of the year.

1. Count periods of "temporary" employment (academic wage or temporary service appointments) at OSU for classified and unclassified employees who later became regular employees without a break in service between the temporary and regular appointments.
2. Count periods of sabbatical leave taken from OSU with full or partial salary.
3. Count periods of military leave in which the employee was called and served in active duty.

4. Count periods of part-time employment of less than half-time (.50 FTE) and prorate the period of service by the employee's FTE. If the employee had periods of service during a year in which he/she is half-time or greater, do not prorate that service period.
5. Count periods of academic-year leave without pay for academic-year faculty and classified employees.
6. Count periods between seasons for classified seasonal employees.
7. Count periods of leave without pay for absences up to one year in duration.
8. Count periods of continued employment post-retirement as long as the appointment is a paid appointment and is .5 FTE or above.

**Periods of service that does not count toward employee service recognition:**

1. Do not count periods of leave without pay for absences of one year or more in duration.
2. Do not count periods of student employment, including graduate research or teaching assistant work.
3. Do not count periods of employment with other public agencies (State of Oregon, community colleges, school districts, cities, counties, etc).
4. Do not count emeritus status or courtesy and affiliate faculty member status.
5. Do not count periods in which the individual was an independent contractor for the University.

**Frequently Asked Questions**

***When should recognition certificates be given to faculty and staff?***

There is no required time. May is suggested because it coincides with 25-Year Club recognition activities, and our academic-year faculty and staff are still on campus.

***Do emeritus faculty receive recognition certificates?***

Yes, but only if they also hold a paid post-retirement appointment at .5 FTE or above.