



<ul style="list-style-type: none"> • Employee Handbook • University Operating Handbook 	Section 4 Personnel-General
Name	Employment Recognition Guideline.

Scope	Student <input type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Faculty <input checked="" type="checkbox"/>
	Policy <input type="checkbox"/>	Guideline <input checked="" type="checkbox"/>	Procedure <input type="checkbox"/>

<p>Purpose Employment Recognition</p>
<p>Rational In an effort to promote consistency, the Staff Advisory Council recommends to approve Employment Recognition Guideline</p>
<p>Policy/Guideline Communicate to the community, employees who are newly hired or separate employment on a monthly basis. After HR/Provost office approves eligibility, notification will be sent to OLLU community via Lake Weekly of new and terminating employees.</p>
<p>Procedures</p> <ol style="list-style-type: none"> 1. Effective July 3, 2018, supervisors will be required to receive approval from the HR/Provost offices to determine eligibility for employment recognition. 2. Employee should be able to decide: What type of party, who to invite (campus-wide, division or department). It is not mandatory to have a campus-wide party. It will be mandatory for supervisor/director to attend and oversee university money expenditures. 3. Once separating employee has been honored with a party/luncheon, no additional university funds will be available. 4. The monetary limit for a party includes all university money used. Departments should not solicit money from other departments beyond the cap of university funds stated. 5. The money can be used towards a recognition party or luncheon. If the employee does not use all of the money or chooses not to have a recognition gathering, then the university keeps the remaining money. This money cannot be given to the employee or used for other items. 6. Guideline is for all part-time, half-time & full-time staff, full-time faculty and administration level employees. 7. The President or appointee has the ability to override the monetary amount allotted, as specified on the guidelines.
<p>Exhibits/Attachment</p> <p><input type="checkbox"/> Staff Advisory Recommendation to President's Council and Length of Service Chart for Social Functions/communications</p>
<p>Review Responsibility Human Resources/Provost Office</p>
<p>Policy History The University currently has a University Internal Social Functions policy</p>



Guidelines

Retirement or Leaving Employment Recognition Policy

All Level Employees - Part-time, Half-Time, Full-Time (no Adjunct or student employees)

Length of Service	Human Resources/ Provost will announce in Lake Weekly: 1) New Employees 2) Employees retiring/leaving OLLU	Email from: 1) Director/Supervisor to Dept./Division or 2) VP to division	President sends an Appreciation Letter	Recognition Party/ Luncheon paid by university	Maximum Monetary Limit for Party	Gift examples
0 - 90 days	NO	NO	NO	NO	NO	NO
91 days – 2 years	YES	YES	NO	NO	NO	NO
2 years, 1 day – 4 years	YES	YES	NO	YES	\$50	NO
4 years, 1 day – 5 years	YES	YES	NO	YES	\$100	NO
5 years, 1 day -10 years	YES	YES	YES	YES	\$300	NO
10 years, 1 day - 15 years	YES	YES	YES	YES	\$400	\$100-Charm, Crystal bowl
15 years, 1 day - 20 years	YES	YES	YES	YES	\$600	\$200/Camera Fitbit, Treadmill
20 years, 1 day +	YES	YES	YES	YES	\$800	\$350/Smart watch, , IPAD or other tablet



Guideline Notes:

1. Employee should give Retirement or Resignation notice as outlined in staff/faculty handbook.
Supervisor/director is required to receive approval from HR/Provost so that they can send email and/or have a party.
2. HR Director (for staff)/Provost (for faculty) will:
 - determine if employee is eligibility for email/party.
 - notify OLLU Community via Lake Weekly about new employees as well as, employees leaving/retiring from OLLU after 91 days of employment.
 - include Name/Department/Title of employee and hired or leaving/retirement date.
3. Supervisor should follow the above table for determining what they are allowed to spend. Employee should be able to decide:
 - what type of party
 - who to invite (campus-wide, division or department) on campus or off-site luncheon with family/co-worker(s).

It's not mandatory to have a campus-wide party. It will be mandatory for supervisor/director to attend and oversee university money expenditures.
4. Once employee has been honored with a party/luncheon, no additional university funds will be available.
5. The monetary limit for a party includes all university money used. Departments should not solicit money from other departments or use department money beyond the cap of university funds stated. There is no limit to personal funds being used.
6. The money can only be used towards a recognition party or luncheon. If the employee does not use all of the money or chooses not to have a recognition gathering, then the university keeps the remaining money. This money cannot be given to the employee or used for other items. However, employees employed 10 years or more receiving a gift may donate the value of the gift to OLLU general scholarship fund should they wish.
7. Guidelines is for all part-time, half-time & full-time staff, full-time faculty and administration level employees.