

General Policy – Employee Service Award Program

Policy:

It is the policy of Bismarck State College (BSC) to recognize employees for their service through an award program. The program is funded through the Bismarck State College Foundation.

Definitions:

Eligible employees with the appropriate years of service are defined below:

- Full-time regular benefited employee – 100% full-time employee
- Part-time regular benefited employee – 50% or more part-time employee
- Adjunct faculty (part-time faculty) – adjunct, part-time faculty.

Procedures:

Service awards are given annually to eligible employees at the BSC Holiday party. The service award program is managed by the BSC Foundation Programs Coordinator.

Each recipient will receive a framed certificate and an award option (see Award Options—page 2) given in five-year increments as follows:

<u>Years of Service</u>	<u>*Value</u>
5 Years	\$ 50
10 Years	100
15 Years	150
20 Years	200
25 Years	250
30 Years	500
35 Years	500
40 Years	500

***NOTE:**

- Eligible part-time employees will receive half of the amount listed above (i.e., \$25, \$50, \$75, etc.).
- The dollar amount is taxable through BSC payroll, and will reflect Federal, State and FICA deductions. The Foundation will gross-up the award to cover the employee’s payroll taxes.

Award Options:

The employee receiving the service award will be given two options:

1. The employee will receive a debit card in the dollar amount of their service award. The debit card will need to be used for or toward a purchase of the recipient's choice. The card cannot be redeemed for cash and change will not be given for any unused amount.

OR

2. The employee can choose to have a stone added to the pin the employee previously received at the five year level.

References:

Based on the BSC Human Resources report showing the breakdown of each employee's years of service, the Bismarck State College Foundation Programs Committee will submit a budget to determine the funding for the upcoming year. The Bismarck State College Foundation will provide the funding to BSC for distribution to the recipients.

History of This Policy:

First policy draft July 2010. Reviewed by the Operations Council (OC) on October 27, 2010 and approved by the Executive Council (EC) on November 3, 2010; October 25, 2016.