



POLICY ON EMPLOYEE RECOGNITION PROGRAM

Dated: February 23, 2015

Supersedes: HR.315 *Employee Recognition Program* dated November 9, 2007

I. PURPOSE

To establish guidelines for recognizing employees for milestone anniversaries with the College.

II. POLICY

It is the policy of New York Medical College to recognize employees annually based on years of service with the College in five year increments: 5, 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of service.

III. SCOPE

This policy applies to all regular full-time and regular part-time faculty and staff.

IV. DEFINITION

Employee Service means all years of employment with New York Medical College, including prior employment that was bridged for rehires.

V. PROCEDURE

- A. Service awards are presented to employees recognizing the fifth anniversary of service and in succeeding intervals of five year anniversaries, as noted above.
- B. Awards Presentations
 - 1. There will be an Award Ceremony each year scheduled around Commencement (May) for employees celebrating an anniversary in intervals of five (5) years: 5, 10, 15, etc. Retirees are also invited to this ceremony.

2. All honorees receive recognition at the program; and with the exception of five-year honorees, receive their awards at the program. The awards for five-year honorees are sent directly to the honoree at their home department prior to the program.
 3. New members of the Quarter Century Clun – honorees with twenty five (25) years of service to the College – will receive an award and a NYMC Quarter Century Proclamation at the Recognition Program.
 4. Honorees who are unable to attend the program will receive their service awards in their home department following the program.
- C. The College reserves the right to modify, change or cancel the program at its discretion.
- D. Employees who are on inactive status (medical leave of absence, etc) at the time of the program will receive their award following their return.

VI. EFFECTIVE DATE

This policy shall be effective as of the date signed below.

VII. POLICY RESPONSIBILITY

- A. Chair/Director/Administrator
1. Attend program in which honoree in department is being honored.
 2. Distribute awards to honorees unable to attend program.
- B. Human Resources Department
1. Send out letter to senior management to hold the date of upcoming program.
 2. HRIS Administrator runs reports to identify employees who are eligible to receive awards during the calendar year and prepares Gift Orders Honoree List to be distributed at the Program.
 3. Place orders for the Service Awards.
 4. Coordinate the payment to the award suppliers.
 5. Coordinate the program with the assistance of facilities, educational media, catering service, florist, photographer and party rental company.

6. Send out invitations to honorees and retirees. Request retirees to respond so that they can receive reserved parking.
7. Send out e-mail invitation flyer to the College Community for the program.
8. Send out 5-Year Honoree awards to honorees in their departments.
9. Prepare Quarter-Century Proclamations, honoree cards and all other awards for registration and distribution at the program.
10. Prepare Employee Recognition Program books for President, Provost & Dean and Deans of the Graduate Schools and programs for distribution at the program.

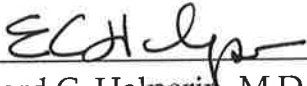
VIII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations

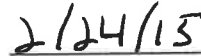
Responsible Executive: Director of Human Resources

Responsible Office: Human Resources Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor of Health Affairs and
Chief Executive Officer



Date