

3.440 RCUH Service Award Program

I. Policy

The RCUH Service Award Program provides a means to reward and recognize employees who have served the RCUH and contributed to its success through long and faithful service.

Such employees shall be honored after completion of ten (10) years of continuous service from the initial date of hire as a regular-status employee, and every five (5) years thereafter while employed by the RCUH.

II. Responsibilities

A. RCUH:

RCUH will provide the service award certificates and checks for eligible employees.

B. Principal Investigator:

It is suggested that service award recipients be recognized at an appropriate event (e.g., staff meeting, coffee hour, etc.).

III. Applications

This policy will apply to all regular-status employees, regardless of FTE.

IV. Details of Policy

- A. **Employee Must Meet Eligibility Requirements:** The employee must be continuously employed with RCUH through the first working day of the following year to be eligible. Any break in service will result in a new start date for calculating years of service.
- B. **Years of Service Being Recognized Under This Policy and Award:** After ten (10) years of service and every five (5) years thereafter while employed by RCUH.
- C. **Service award recipients will receive a certificate and check.**
 - * **Important Note:** *The value of these service awards is considered taxable income and will be taxed accordingly.*
- D. **Service Award Program Is Subject to Change or Termination:** The program may be modified or terminated at the discretion of the RCUH Board of Directors.

VI. Procedures

The RCUH Executive Director or designee will be responsible for implementation of this policy, including the selection and distribution of appropriate awards.

V. Contact

Corporate Services (808) 988-8314

rcuh@rcuh.com

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