3.440 RCUH Service Award Program

Effective Date: 03/28/2024

Prior Dates Amended: 03/10/2023

1. **PURPOSE**

The RCUH Service Award Program provides a means to reward and recognize Regular-status employees, regardless of FTE, who have served RCUH and contributed to its success through long and faithful service.

1. **DEFINITION**
2. **REGULAR-STATUS:** The employee's position was openly recruited.
3. **ELIGIBLE EMPLOYEE:** The Regular-status employee must be continuously employed with RCUH. Any break in service will result in a new start date for calculating years of service.
4. **RESPONSIBILITIES**
5. **RCUH:**
   1. The RCUH Executive Office will be responsible for implementation of the program, including the selection and distribution of appropriate awards.
   2. RCUH will provide the service award certificate and monetary award for each eligible Regular-status employee.
6. **Principal Investigator:**

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

1. **POLICY**

**A.** RCUH will reward and recognize eligible Regular-status employees on a quarterly basis. The Service Award Program may be modified or terminated at the discretion of the RCUH Board of Directors.

B. The eligible Regular-status employee will be recognized after ten (10) years of continuous service and every five (5) years thereafter while employed by RCUH.

C. Service award recipients will receive a certificate and monetary award. The monetary award will be processed through payroll and will be deposited to the employee's account via direct deposit. The monetary award is considered additional pay and will be subject to payroll taxes per IRS regulations.

1. **CONTACT INFORMATION**

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