

### **POLICY 3.5 – Service Recognition**

**Policy Category:** Personnel - All

**Effective Date:** November 1, 1985

**Supersedes:** November 1, 1981

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#### **POLICY**

- 1.00 The University provides long-service recognition gifts to designated faculty and staff members as follows:
  - (a) After 25 years of employment the faculty or staff member will be presented a gift to a value of \$250.00.
  - (b) Upon retirement after 5 to 10 years of continuous employment, a gift to a value of \$75.00.
  - (c) Upon retirement after at least 10 years of continuous employment, a gift to a value of \$250.00.
- 2.00 In the determination of the gift, the only stipulated condition is that the gift be a long-lasting one.
- 3.00 All of the above gifts will be presented on behalf of The University of Western Ontario.
- 4.00 The Department of Pensions & Benefits coordinates all administrative aspects of this policy.

#### **ADMINISTRATIVE PROCEDURE**

- 5.00 The Department of Pensions & Benefits will contact the department in which the recipient is working prior to the appropriate anniversary date.
- 6.00 The Department, by consulting either the individual directly or close friends, will determine the appropriate gift and notify the Department of Pensions & Benefits.