



## Red Rocks Community College Procedure

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Category: Personnel

Title: Service Awards

Number: RRPR 3-73

Approved: November 27, 2006

Effective: November 27, 2006

Revised: November 17, 2006

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Reference:

Purpose: To recognize regularly funded employees for years of service to the college.

Scope: Regularly funded employees include Administrators, Classified, Faculty and Technical Professionals.

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Attachment:

Definitions: Regularly funded – Administrators, Classified, Faculty and Technical Professional employees, irregardless of funding.

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Service awards will be given at five-year service increments.

Service awards will be presented annually at an All-College event.

Years of service will be determined based on the date of initial hire in the regularly funded position at Red Rocks Community College. Any breaks in service will be deducted. Service accrued with the Red Rocks Campus of Community College of Denver will be counted. Limited service or temporary appointments service time will not be included.

The Personnel Office will administer this procedure.