

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 2170

TITLE: EMPLOYEE AWARDS PROGRAMS

BASED ON POLICY: 2.17 COLLEGE AWARDS PROGRAMS

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

I. Purpose:

To recognize employees and others for service and dedication to the College and to education

II. Procedure:

A. Employee recognitions

1. Full-time employees are eligible to receive service awards upon completion of each consecutive five-year term of full-time service to the College.
 - a. The awards will be designed specifically to provide for this recognition, for example: service pins, certificates, and other honors as deemed appropriate by the president.
 - b. The Office of Human Resources will administer the distribution of these awards.
 - c. The chair of the South Florida State College (SFSC) District Board of Trustees (DBOT), the president, or a designee will publicly recognize eligible employees at appropriate collegewide meetings or events.
 - d. A year of service for this award shall be defined as a 12-month period from the date of hire in which the SFSC employee has been continuously employed and meets all obligations of employment.
2. Upon retirement or voluntary separation from employment after at least 10 years of continuous full-time service with SFSC, full-time employees may be eligible to receive awards of recognition such as Emeritus/Emerita Awards. Other employees, upon retirement or voluntary separation from the College, who have a record of outstanding achievement, may also be eligible to receive recognition for their service to the College as determined by the president.

- a. The awards will be designed specifically to provide for this recognition, for example: resolution of the DBOT, a listing in the recognition page on the website, and other honors as deemed appropriate by the president.
- b. The director, institutional communications and the director, human resources are responsible for furnishing these awards and coordinating all publicity concerning them.
- c. The chair of the DBOT, the president, or a designee will present the award.
- d. A year of service for this award shall be defined as a 12-month period from the date of hire in which the SFSC employee has been continuously employed full-time and meets all obligations of employment. Consideration will be given to full-time faculty who receive 10 consecutive contracts.
- e. Faculty Emeritus/Emerita Award recommendations may be presented to the Faculty Council for endorsement of the special recognition prior to presentation.

B. Other awards and honorary degrees

The president accepts and reviews nominations for awards and honorary degrees from members of the DBOT, members of the SFSC Foundation, Inc. Board of Directors, SFSC employees, students, and alumni.

1. The criteria for bestowing honorary degrees are as follows:
 - a. The nominee cannot be a member of the DBOT, an employee of the College, or an appointed or elected public official who represents the College, its district or any portion thereof at the time of the awarding of the honorary degree.
 - b. The nominee must be distinguished and accomplished in his or her particular area of expertise or have made significant contributions to education.
 - c. The nominee must demonstrate excellent character and integrity.
 - d. The improvement of education and the support of institutions of learning should be a major interest of the nominee.
2. Once a nomination has been received and approved, the chair of the DBOT, the president, or a designee will present the award or honorary degree to the nominee at an appropriate College meeting or event.

HISTORY: Last Revised 4/30/19

Adopted: 5/17/85

Reviewed: 1/13/05

Revised: 1/21/02, 4/29/08, 9/8/09, 4/30/19