



Years of Service Recognition Guidelines

New eligibility criteria approved January 31, 2019

Effective for service earned in 2018 and given out in 2019

The University of Windsor values and appreciates the dedication and outstanding contributions of employees through years of service awards co-ordinated through Human Resources.

10, 20, 30, 40 and 50 Years of Service Awards:

Purpose:

The purpose of the Years of Service Awards is to formally recognize specific “milestones” of employment. Employment service will be formally recognized at 10, 20, 30, 40 & 50 years of service. Employees celebrating these service milestones will receive a certificate, a small gift and will be invited to a recognition breakfast.

Faculty and Staff

Eligibility:

All permanent employees (faculty & staff) who were active the year in which the service milestone is achieved and continued to be active the year the award is presented are eligible to receive the Years of Service Award. For academic appointments the probation period or tenure track timeframe is accounted for when calculating years of service.

The service awards earned by eligible employees by December 31 in a given year will be given out the following year.

Calculation of Years of Service:

Years of Service is counted from the date of hire when an employee commences employment with the University regardless of the type of appointment, however only continuous employment will be counted to determine the Years of Service Award.

Sessional Instructors

Eligibility:

All sessional instructors who have a minimum of 1 appointment in the year (May 1 – April 30) in which the service milestone is achieved and the year in which the awards are presented are eligible to receive a Years of Service Award.

Calculation of Years of Service

Years of Service (10, 20, 30, 40 & 50) will be calculated based on the continuous number of years (May 1 – April 30) the sessional instructor held a minimum of 1 appointment. Should a sessional instructor not hold an appointment in a particular year (May 1 – April 30) that would be considered a break in service and therefore the years preceding the break in service will not be counted.

25 Years of Service Award

Purpose

The purpose of the 25 Years of Service Award is to formally recognize employees who reach the 25 Years of Service milestone. Employees celebrating this service milestone will receive a certificate, a gift and will be invited to a recognition lunch.

Eligibility:

All permanent employees (faculty & staff) who were active the year in which the 25 years of service milestone is achieved and continued to be active the year the award is presented are eligible to receive the 25 Years of Service Award. For academic appointments the probation period or tenure track timeframe is accounted for when calculating years of service.

The service awards earned by eligible employees by December 31 in a given year will be given out the following year.

Calculation of Years of Service:

Years of Service is counted from the date of hire when an employee commences employment with the University regardless of the type of appointment, however only continuous employment will be counted to determine the 25 Years of Service Award.