



OP 61.07: FACULTY AND STAFF RECOGNITION AWARDS

PURPOSE:

In its strategic plan, Mississippi State University recognizes the University's greatest asset is its people, and that the attainment of all other University goals is dependent on the ability to continue to recruit and retain high quality faculty, staff, and students.

To this end, University administration has historically recognized faculty and staff employment milestones and outstanding performance through the presentation of various awards. The purpose of this policy is to outline the types of awards that may be presented to faculty and staff, designate the appropriate funding sources for those awards, and to provide a proper method of paying for such awards with University funds.

POLICY AND PROCEDURE:

In an effort to retain employees, University administration acknowledges employment milestones through years of service and retirement awards.

Years of service awards will be given to employees after each five years of service. Recognizing the value of retaining employees over time, the value of these awards will increase with each five year increment.

The University also recognizes the value of retaining employees until their retirement. Eligibility for retirement awards is determined by the employee's eligibility for retirement through his/her applicable state retirement plan (PERS or ORP), based on review by PERS and the University's Department of Human Resources Management.

The value of years of service and retirement awards will not exceed \$1,000 per individual award.

In addition to service and retirement awards, the University has award programs to recognize outstanding achievements of employees. The Zacharias Distinguished Staff Award is presented annually to staff members selected through a nomination process. Award recipients must exemplify professionalism and dedication to the University; serve as a positive role model; demonstrate outstanding initiative, cooperation, and competence; and participate in University and/or community service projects. This award is comprised of a plaque of recognition and \$1,000.

As the recognition of employment milestones and professional contributions may lead to retaining high quality staff, these awards are considered a component of the University's strategic plan. Therefore, funding for these awards may be provided through the University's funds.

REVIEW:

This policy will be reviewed every four years, or as needed, by the Vice President for Finance and Chief Financial Officer.

REVIEWED BY:

/s/ Don Zant
Vice President for Finance and Chief Financial Officer

12/18/2018
Date

/s/ Timothy N. Chamblee
Assistant Vice President and Director
Institutional Research and Effectiveness

01/10/2019
Date

/s/ Joan Lucas
General Counsel

12/19/2018
Date

APPROVED BY:

/s/ Mark Keenum
President

01/24/2019
Date