



## Annual Employee Service Award Guidelines

North Idaho College is able to meet our mission and achieve our vision through the hard work and dedication of our employees. In an effort to acknowledge employees for their service, NIC supports and presents the annual employee service awards to employees who have achieved milestones in their years of service.

This program is made possible in part through the generosity of the NIC Foundation, which sponsors awards beginning at 15 years of service.

Here you will find the program guidelines. The NIC Human Resource's department manages the annual employee service award program and process. Questions about this program can be directed to HR. You can skip to a specific section by clicking the question from the list below.

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### When are the service awards presented?

The annual employee service awards are presented to employees at the all-employee meeting that is held on Commencement Day at the end of each spring semester.

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### Who is eligible to receive an award?

Employees are eligible for service awards in five year increments beginning at the five-year mark (i.e., 5 years, 10 years, 15 years, etc.). At each milestone, employees will be recognized and will receive an award.

To qualify for an award in a given year, employees must have been employed in a benefit-eligible position by a Campus Department or off-campus for a department at the Workforce Training Center, Career Technical Education Center, Bonners Ferry Center, NIC at Sandpoint, Silver Valley Center, Head Start or Area Agency on Aging.

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### How is service measured and what are the qualifying service dates this year?

Employee service is generally measured from the employee's hire date into a benefit eligible position to September 1 of the award year (award cutoff date). All years of fulltime service are counted. Those employees who have reached one of the milestone service years in that time period will be presented with their award at the Commencement Day meeting in the spring.

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## How will I know if I am due to receive an award this year?

The Human Resources department will publish a list in the NICNow each April of all anticipated recipients for the Commencement Day award presentation. Employees should check that list if they are expecting an award and contact HR if they do not see their name on the list. Employees who believe they should be receiving an award are responsible for contacting HR by the published deadline to ensure that proper date verification can occur prior to the award presentation.

The dates below will determine years of service awards for the May 2020 award presentation.

### 40-Year Award\*

Receive in May 2021 if hired between 9-2-1980 and 9-1-1981

### 35-Year Award\*

Receive in May 2021 if hired between 9-2-1985 and 9-1-1986

### 30-Year Award\*

Receive in May 2021 if hired between 9-2-1990 and 9-1-1991

### 25-Year Award\*

Receive in May 2021 if hired between 9-2-1995 and 9-1-1996

### 20-Year Award\*

Receive in May 2021 if hired between 9-2-2000 and 9-1-2001

### 15-Year Award\*

Receive in May 2021 if hired between 9-2-2005 and 9-1-2006

### 10-Year Award

Receive in May 2021 if hired between 9-2-2010 and 9-1-2011

### 5-Year Award

Receive in May 2021 if hired between 9-2-2015 and 9-1-2016

*\*These awards are sponsored by the NIC Foundation.*