

HR POLICIES			
Category	Benefits and Compensation		
Policy Name	Service Recognition		
Policy Number	309		
Effective Date	August 2012	Revision Date:	March 2019
Owner:	Human Resources		
Applies to:	All employees <input checked="" type="checkbox"/>	Salary Fulltime <input type="checkbox"/>	Union <input type="checkbox"/>

**Intent**

To recognize employees’ service to the Company at specific intervals and upon retirement.

**Service Awards**

Service awards recognize an employee’s service at five year intervals and include a service award certificate and gift card.

A service award certificate, gained by the respective SVP, along with a gift card will be sent to the employee’s supervisor. The amount of the gift card is based on the employee’s years of service as shown in the table below. Supervisors may choose to present the gift card at a team meeting, celebration, or event.

Years of Service	Gift Card Amount
5	\$ 100
10	\$ 150
15	\$ 200
20	\$ 300
25	\$ 400
30	\$ 500
35	\$ 600
40	\$ 700
45	\$ 800
50	\$ 900

**Retirement Awards**

Retirement awards recognize employees when they retire from the Company. In order to be eligible, employees must meet the following requirements:

- UWUA Local 612 – Employees who are 55 years of age or older with at least five years of service will receive a \$500 gift card.
- IBEW – Employees who are 55 years of age or older with at least ten years of service will receive a \$250 gift card.
- Non-Union or USW – Employees who are 55 years of age or older with at least ten years of service will receive a \$500 gift card.

**Years of Service**

If the employee has a break in service, the following guidelines will be followed when determining years of service.

A break in service less than 1 year in duration will result in the employee using their original hire date upon return to work. Example: Hire Date 6/1/2010; break in service of 4 months; employment service date upon return will be 6/1/2010.



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Any break in service of one year or greater in duration will result in the employee using their rehire date (no credit given for prior service). Example: Hire Date 6/1/2010; break in service of 13 months; returns to work on 8/1/2011; employment service date upon return is 8/1/2011.

**Gift Card**

All gift cards are considered taxable per IRS regulations and will be included in taxable wages in the year provided to the recipient.

**Union employees covered under a collective bargaining agreement will follow the terms of their respective agreements.**