Lake Region State College Policy and Procedure Manual

SECTION 1200.02

COLLEGE EMPLOYEES: RECOGITION OF LENGTH OF SERVICE

- 1. A suitable gift and accompanying certificate of recognition will be presented to all employees buy the President at the Annual Faculty and Staff Breakfast to mark the following:
 - a. Five years of continuous service to the College
 - b. Ten years of continuous services to the College
 - c. Fifteen years of continuous service to the College
 - d. Twenty years of continuous service to the College
 - e. Twenty-five years of continuous service to the College
 - f. Thirty years of continuous service to the College
- 2. Framed photographs of faculty employees going into learned retirement and past Presidents may be placed and prominently displayed (with an inscription indicating name, last position held and years of service) either in the Library or in some other suitable place on the College premises. Retiring employees will also be presented with a suitable gift, a commemorative plaque and a certificate at the new school year Annual Faculty and Staff Breakfast.
- 3. Employees who resign their positions and leave may be recognized by the suitably designed mementos and certificates presented on behalf of the College and the Community College Foundation.

History