

	<b>POLICY</b>	<b>Motion No.</b>	<b>EXEC 1006-2021</b>
	<b>Employee Exemplary Service Award</b>	<b>Effective Date</b>	<b>04/20/21</b>
		<b>Responsible Department</b>	<b>President's Office</b>
		<b>Attorney Review / Date</b>	<b>NA</b>

The Employee Exemplary Service Award honors current employees who are committed to the mission of the College and have provided substantial contributions and service to the College.

Current full-time or part-time employees who have been employed with the College for a minimum of five years are eligible for this award. Employees may only receive the award once.

Any Trustee or current employee can nominate a current employee for this award. President's Cabinet will review any nominations and provide any recommendations for the award to the Board of Trustees.

The Board of Trustees will vote during a regularly scheduled Board of Trustees meeting on each nomination. An award plaque and letter describing the reason for the award will be presented to the employee during an employee awards ceremony, a Board meeting, or another college event.

Awards may be considered annually, but there is no requirement to award annually if nominees do not meet the eligibility and selection criteria. The award will only be granted once per fiscal year.

<b>Effective Date</b>	<b>Motion Number</b>	<b>Document Author</b>	<b>Description of Change</b>
04/20/21	EXEC 1006-2021	President/Cabinet	Name change, several revisions, and clarifications
8/22/2017	EXEC 1030-2017	President's Office	Initial Creation