

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2370

PAGE 1 of 2

PROCEDURE TITLE: Service/Retirement Awards Program

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: I-1 Administration and Organization of Miami Dade College

EFFECTIVE DATE: May 25, 1976

LAST REVISION DATE: February 3, 2005

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I. PURPOSE

To recognize full-time administrative/contractual, instructional, and staff/non-contractual employees with ten, twenty, or thirty years of service to the institution, or upon receipt of the excellence award or upon retirement under the provisions of any one of the Florida Retirement Systems.

II. PROCEDURE

A. Service Awards

All full-time employees who have achieved a total of ten, twenty, or thirty years of service will be presented with an appropriate award in recognition of service to Miami Dade College.

1. Years of service will be calculated to establish award eligibility.
 - a. All leaves for which compensation was received will be included in the calculation of total service.
 - b. Leave without pay for not more than thirty (30) days will be included; leave without pay in excess of thirty (30) days will be excluded in calculation of total service credit.
 - c. Total service will include all periods of full-time employment with Miami Dade College.

- 2. The Vice Provost of Human Resources or designee, shall furnish the College President, College Provost, Campus Presidents and Vice Provosts on a date indicated in the Human Resources Activity Calendar with a list of employees who will be eligible for an award during the academic year.

B. Retirement Award


Employees retiring from Miami Dade College under the provisions of the Florida Retirement System shall be honored by the area at either an awards ceremony or retirement ceremony.

The Vice Provost of Human Resources or designee shall identify such retirees, notify appropriate administrator and furnish an appropriate award.

C. Award Presentation:

The College President or designee and Campus Presidents are responsible for presentation of such awards.

- D. The Director of Communications is responsible for the coordination and/or the release of all publicity concerning the award presentations.

	
	2/3/05
PRESIDENT	DATE