

Stanford | University Human Resources

PURPOSE AND GOALS

The recognition of service milestones for staff is an important value associated with working at Stanford. University Human Resources supports school and unit recognition efforts by providing service pins at five-year increments from five years of service to 40 or more years of service to the requesting school or business unit human resources manager, and helps financially with limited awards for local recognition events for the staff being recognized.

PROGRAM OVERVIEW

SERVICE PINS

A service pin is provided at no cost for each staff member reaching a service anniversary:

| SERVICE ANNIVERSARY | SERVICE PIN AWARD |
|---------------------|-----------------------------------------|
| Five years | Antique Bronze pin |
| 10 years | Antique Bronze pin |
| 15 years | Sterling Silver pin |
| 20 years | Sterling Silver pin |
| 25 years | 14K Solid Gold pin |
| 30 years | 14K Solid Gold pin with 2-point diamond |
| 35 years | 14K Solid Gold pin with 3-point diamond |
| 40 years | 14K Solid Gold pin with 4-point diamond |
| 45 years | 14K Solid Gold pin with 4-point diamond |
| 50 years | 14K Solid Gold pin with 5-point diamond |

FINANCIAL AWARDS

A related component of the program is the availability of limited financial awards for schools and units that celebrate staff service anniversaries. For each staff member receiving a service pin in a given fiscal year, up to \$30.00 is transferred into the PTA of the awarding school, unit, or department when proof/receipts are provided that show the expense incurred. The purpose of the financial support is to help defray costs associated with recognizing service anniversaries at the local level. Eligible events or activities include:

- A group party, lunch or other ceremony where all staff receiving a service pin are recognized
- An individual lunch or other event with the staff member receiving a service pin from his/her manager
- A gift purchased for the staff member receiving a service pin

PROCESS

School and unit HR Managers typically run reports on an annual basis (either calendar or fiscal) to identify staff approaching a service date at a five-year increment. Once a report is created, a request for service pins can be made to UHR's Operations & Systems department by sending a spreadsheet, email, or other document. Receipts or other proof of expenditure must be provided to show costs incurred if a financial award is also requested.

Requesting areas must request service pins at least one week prior to the date they are needed. When financial awards are requested, the minimum time period prior to a completed transfer of funds is approximately two-three weeks.

REQUIRED INFORMATION TO OBTAIN SERVICE PINS AND/OR FINANCIAL AWARDS

Information required to obtain service pins and financial awards of up to \$30.00 per service pin recipient in a given fiscal year is listed below. This information can be provided in spreadsheet or email format.

- First name and Last name of staff member being awarded a service pin
- Date of staff member's service anniversary
- Service pin request; e.g., five-year pin; 15-year pin, etc.
- Employee ID Number (8 digits)
- If financial awards are requested: PTA for the account to receive the financial award transfer of funds
- If financial awards are requested: receipts or copy of expenditure statement showing expenses incurred

Service pins must be picked up in person at UHR's location (3160 Porter Drive, Suite 250, Palo Alto, CA 94304), as they are not suitable to send via interdepartmental mail. Financial awards are completed using Oracle Financials.

CONTACT

If you have questions about this program, please contact: Esti Hall at estihall@stanford.edu or (650) 723-4003.