

# Asheville-Buncombe Technical Community College (A-B Tech) Policy Manual

## Policy 506: Service and Retirement Awards/Memorials Program

It is the policy of the Board of Trustees to recognize the value of continuous service with Asheville-Buncombe Technical Community College, to the extent allowed by the annual budget. These awards and memorials are made in appreciation for dedicated service by eligible employees.

## Scope

Service and Retirement Awards Program Applies to all eligible employees: Full-time regular employees who have met a five year service increment by the date determined for announcing the awards.

Memorials of Deceased Employees and Retirees: Applies to deceased individuals who were classified as an active employee at the time of death or have retired through the Teacher’s and State Employee’s Retirement System.

## Definitions

Service Award: Recognition for continuous service at the College in increments of five years.

Retirement Award: Recognition for service at the College at the time of retirement from the Teachers’ and State Employees’ Retirement System.

Memorial of Deceased Employees and Retirees: Recognition plaque for deceased employees located on campus.

## References

Employment Categories and Classifications, Policy 503.05.

Reviewed by the Executive Leadership Team, April 23, 2014, June 15, 2016, and April 26, 2023

Reviewed by the College Attorney, May 16, 2014.

## Policy Owner

Executive Director, Human Resources & Organizational Development, Ext. 7900

See Service and Retirement Awards Program Procedure

Approved by the Board of Trustees on June 5, 2023