

SERVICE AWARDS

Bowling Green State University has traditionally recognized the value and support rendered by all faculty and staff, including administrative and classified, in accomplishing its assigned mission of providing the best possible environment for the student population.

The institution recognizes faculty and staff with increments of 5 years (i.e. 5, 10, 15, etc), or more years of consecutive service to the University the following year the requisite service is completed.

For all administrative and classified staff member hired on or after July 1, 2005, University service is based on consecutive permanent full-time and part-time employment of each staff member. The listing of employment that is included in the service awards calculations are:

Employment Type	Length
Full time classified position*	9 month or 12 month
Part time classified position*	9 month or 12 month
Full time administrative appointment	9 month, 10 month, 217 day or 12 month
Part time administrative appointment	9 month, 10 month, 217 day or 12 month
Full time faculty appointment	9 month or 12 month pay option

**Includes those in above classified positions who were laid off and recalled back to BGSU within one year*

Employment periods not included in the service awards calculations are:

- Student employee position
- Graduate Assistantship or internship
- Intermittent classified or On call classified position
- Non Student Letter of Appointment
- Part time faculty appointment (includes fall, spring, and summer semesters)
- Other temporary positions

Any breaks in service and rehire in permanent positions will result in years of service starting on the first day of rehire back to the institution. Also, transferring between accruing classes does not affect service time (e.g. moving from a faculty appointment to an administrative position).

For all administrative and classified staff members hired prior to July 1, 2005, the Office of Human Resources will consider the inclusion of prior temporary service time to BGSU as well as periods of employment to the institution that are separated (e.g. rehire).

Inquiries regarding service credit for the purposes of Service Awards can be directed to the Office of Human Resources at 419/372-8421.