
Memorandum

To: All Temple University Budget Unit Heads
From: Harry A. Young, SPHR
Associate Vice President
Date: February 6, 2012
Subject: New Service Award Program

Our staff and faculty play essential roles in making Temple a place of excellent teaching, premier research and exceptional community service. In recognition of these efforts, the university's Employee Service Awards provide a way of acknowledging employees for their hard work and dedication. Since 2007, the program has recognized employees at their five-year service milestones, including Service Awards for five, 10 and 15 years of service.

We are happy to announce that the Employee Service Awards program is now being updated by offering staff and faculty honorees a choice in the service award they receive. The program will operate as it currently does, except that in addition to departments being sent a monthly list of eligible service award recipients, eligible employees will receive an email six weeks in advance of their anniversary date presenting them with a choice of the service award they would like to receive from among several options. They can choose their gift by reviewing a gift guide tailored to their years of service and responding to Human Resources with their selection. Those who do not respond within two weeks will receive a pre-selected gift.

Since many departments distribute service awards at staff or group meetings, Human Resources will continue to send departments the gifts so that they can be personally distributed by department leaders.

If you have any questions please contact Hunt Bartine; hbartine@temple.edu at 7-2265.