Administrative Services Operational Guidelines

Annual Employee Service Award Guidelines

North Idaho College is able to meet our mission and achieve our vision through the hard work and dedication of our employees. In an effort to acknowledge employees for their service, NIC supports and presents the annual employee service awards to employees who have achieved milestones in their years of service.

This program is made possible in part through the generosity of the NIC Foundation, which sponsors awards beginning at 15 years of service.

Here you will find the program guidelines. The NIC Human Resources department manages the annual employee service award program and process. Questions about this program can be directed to HR.

When are the service awards presented?
The annual employee service awards are presented to employees at the all-employee meeting that is held on Commencement Day at the end of each spring semester.

Who is eligible to receive an award?
Employees are eligible for service awards in five year increments beginning at the five-year mark (i.e., 5 years, 10 years, 15 years, etc.). At each milestone, employees will be recognized and will receive an award. The milestone years include:

- 40-Year Award*
- 35-Year Award*
- 30-Year Award*
- 25-Year Award*
- 20-Year Award*
- 15-Year Award*

*These awards are sponsored by the NIC Foundation and will be based on cumulative years of service in a benefit eligible position (aka full-time).
10-Year Award**

5-Year Award**

**These awards are sponsored by NIC and will be based on consecutive years of service in a benefit eligible position (aka full-time).

To qualify for an award in a given year, employees must have been hired or moved into a benefitted position between the qualifying dates for that year. Additionally, employees must have:

- been employed continually since the qualifying hire date (except in rare cases).
- been employed by a Campus Department or off-campus for a department at the Workforce Training Center, Bonners Ferry Center, NIC at Sandpoint, and Silver Valley Center.

*Note that Head Start and Area Agency on Aging programs, while included in many of NIC’s administrative functions, present their own awards. Those employees do not qualify for the annual years of service awards administered by NIC.*

Employees who qualify for the 5-year and 10-year award must have been employed in a benefit-eligible position since the qualifying date (except in rare cases). If a non-benefit eligible employee (aka part-time) is hired into a benefit eligible position (aka full-time), the start date in the benefit eligible position is used to establish service award eligibility.

How is service measured and what are the qualifying service dates this year?

Employee service is generally measured from the employee’s hire date into a benefit eligible position to September 1 of the award year (award cutoff date). Those employees who have reached one of the milestone service years in that time period will be presented with their award at the Commencement Day meeting in the spring.

How will I know if I am due to receive an award this year?

The Human Resources department will publish a list in the NICNow each April of all anticipated recipients for the Commencement Day award presentation. Employees should check that list if they are expecting an award and alert HR if they do not see their name on the list. Employees who believe they should be receiving an award are responsible to alert HR by the published deadline to ensure that proper date verification can occur prior to the award presentation.