

Purpose

To recognize Facilities Operations and Development (FOD) employees for years of service at both milestone anniversaries and retirement.

FOD recognizes the high value of long-time employees and the importance of celebrating their contributions to the department and university and understands the positive impact this type of appreciation has on all members of our team. The following guidelines were created to standardize recognition of new hires, years of service milestones, and retirements.

Anniversary Recognition

The anniversary program recognizes FOD employees celebrating one (1) year and milestone anniversaries beginning at five years of service and every five years thereafter (5, 10, 15, etc.).

Employees celebrating a milestone anniversary will receive a card and years of service pin from the Vice President (VP) for FOD. Employees celebrating a one-year anniversary will receive only a card, no pin. Pins may be worn with the department uniform. FOD Administration will forward cards and pins to the employee's supervisor for presentation. Employees reaching years-of-service milestones will be recognized on the digital display monitors throughout FOD and A&P.

Retirement Recognition

Official FOD retirees (as determined by Human Resources) will receive a card from the FOD VP, a gift, and a gift card for the following value according to the employee's years of service at Ohio State:

5-10 years of OSU service	\$50 Gift Card and Retirement Gift
11-20 years of OSU service	\$100 Gift Card and Retirement Gift
21-29 years of OSU service	\$200 Gift Card and Retirement Gift
30+ years of OSU service	\$300 Gift Card and Retirement Gift

1. Upon notification by the employee, the employee's supervisor/unit will report the anticipated retirement date and total years of Ohio State service (as validated by Human Resources) to FOD Administration, who will purchase the gift. The retirement card and gift will then be forwarded to the employee's supervisor or designee for presentation.
2. Gift cards will be purchased by the employee's unit and charged to the retiring employee's unit's work tags.
 - FOD VP approval is required on rewards over \$100 under the university's [Reward and Recognition policy](#). VP approval will be forwarded to the employee's unit (to be included on the requisition request).
 - The employee's supervisor will need to submit the required One-Time Payment Request in Workday before the employee's last day of employment.
 - Cash and non-cash rewards received through the retirement recognition program may be considered taxable income under the university's [Reward and Recognition policy](#).
3. Retirees will be given the option of being recognized in department publications and digital boards.



4. FOD units may choose to honor retirees with a department gathering. At the discretion of the employee's supervisor, each area will be allowed one retirement event per person that is at least partially funded by the departmental budget. Up to \$100 in departmental funds may be used toward the purchase of a cake and non-alcoholic beverages. Potlucks are encouraged for other food items. This dollar amount can be increased only at the discretion of the VP or employee's unit Associate Vice President or Senior Director
5. These guidelines apply to all retirement events, whether held on university property (using university dining or catering services), at an outside restaurant or function hall, or at an employee's private residence.