

Celebrations

Last Revised: 11 February 2011

Refer Questions To: Executive Director, Administration & Operations

Related Guidelines/Policy:

- *Bereavement and Hospitalization*

Scope

This procedure applies to all Clerc Center employees.

Procedure

Rationale

The Clerc Center recognizes the relationships built through many years of service to the Clerc Center and Gallaudet University. Clerc Center employees are encouraged to celebrate each other's accomplishments. Recognizing the priorities of units and individual employees, directors or principals may permit celebrations that do not interfere with regular school or business operations, do not negatively impact students, and do not use Clerc Center funds.

Years of Service Recognition/Retirements

Each year, the Clerc Center's Office of the Vice President hosts a reception to recognize the Clerc Center employees who have reached a milestone in years of service (5, 10, 15, 20, 25, 30, etc.) and the employees who are retiring. All Clerc Center employees are invited to attend this annual event.

Joyous Occasions

Each school, unit, or department may determine if, and how, they will celebrate joyous occasions such as weddings, baby showers, promotions, retirements, etc. Clerc Center's funds are monitored carefully and federal funds cannot be used for these purposes. Supervisors may not, at any time, solicit funds from employees consistent with federal policy. Determination of how funds might be raised for such expenses will be made on a unit-by-unit basis.

Approved by: Senior Leadership Team (SLT)