

UNIVERSITY STAFF SERVICE AWARDS

Staff members who have reached a five year anniversary during the current fiscal year are invited to choose an award, either an MTU Gift Card or Paid Days Off, based on the schedule below. Award emails are typically sent in May. Gift Cards are presented in person at the annual celebration or mailed to campus addresses. Paid Days Off are added directly to Banner in early July at the start of the new fiscal year.

AWARD SCHEDULE		
Years of Service	MTU Gift Card Amount	Number of Paid Days Off*
5	\$100	1
10	\$150	2
15	\$200	3
20	\$250	4
25	\$300	5
30	\$350	6
35	\$400	7
40	\$450	8
45	\$500	9
50	\$550	10

*One full day is equal to 8 hours.

Please note that if you are a *part-time* employee, the amount of the award received is determined by *prorating* the appropriate award by your FTE (full-time equivalency).

MTU gift cards can be redeemed at the following Michigan Tech locations: A.E. Seaman Mineral Museum, Brkfst & Co. at MUB Commons, Campus Café & C-Store at Wadsworth Hall, Campus Store in the Memorial Union Building, Central Ticket Office/Student Development Complex, Concessions, The Eatery at McNair Hall, Food Hall at Wadsworth, Library Café/Velodrome, Mont Ripley Ski Area, Outdoor Adventure Program Rental Center, Portage Lake Golf Course Pro Shop, Par & Grill, Transportation Services, and University Images. Gift cards cannot be exchanged for cash (complete instructions are included with the gift card). Gift cards expire 5 years after activation date and cannot be used for online purchases. If your card is lost or stolen, it is non-replaceable.

Use of **Recognition Days** (paid days off—one full day is equal to 8 hours) is subject to supervisor approval. Recognition Days are effective for the following fiscal year only and *cannot* be carried over to the next year. If you leave the University, you will not be compensated for unused Recognition Days, however, if you transfer within the University, unused Recognition Days are retained.