

California College of the Arts Length-of-Service Award Program

Beginning in 2007 CCA began offering a Length-of-Service Award program that recognizes and acknowledges staff employees who have been with the college as regular staff employees beginning at five years and acknowledges each five-year increment thereafter.

For each milestone staff members receive a letter from the president that acknowledges the length of service and thanks them for their service.

At five years of service, staff members receive **one paid day off work***. For each subsequent five-year increment of service, employees not only receive a paid day off work but also an *additional* award (based on total years served):

- **\$50** (at 10 years)
- **\$100** (at 15 years)
- **\$250** (at 20, 25, or 30 or more years)

A copy of the letter from the president will be sent to the employee's supervisor, as well as a separate one placed in the employee's personnel file.

All staff employment milestones during that year are announced in the monthly staff newsletter.

** Employees must arrange in advance with their managers an appropriate day to be out of the office.*