

BOSTON COLLEGE

National Workforce

ROUNDTABLE

Work Anniversary Recognition

November 2013

Our one year service anniversary employees receive a Mondelēz International pen.
 Five years is cake and coffee in the department (Max expense \$50)
 10 & 15 years-small gathering or lunch with manager and fellow employees (max expense \$150)
 20 years- small gathering or lunch with fellow employees (max expense \$250)
 25, 30, 35, 40 years-dinner with manager, guest, and close work associates (max expense \$750)

Also receive bonus week of vacation at the major five year service milestones

Curious to know what other companies do...

Rita Clark, Mondelez International, November 18, 2013

COMPANY, CONTACT NAME	COMMENTS
Allstate Elvia Herrera Elvia.herrera@allstate.com	Allstate has the same anniversary recognition program to AstraZeneca.
AstraZeneca Liz Perotti Liz.perotti@astrazeneca.com	At AstraZeneca our employees receive service awards starting at 5 years of service, and then in increments of 5 years above that (10, 15, 20, etc.) We have contracted with an outside vendor OC Tanner to manage the gift selection process. The gift categories are: Bracelets Clocks Electronics Home & Garden Other Jewelry Recreational & Leisure Rings Travel & Personal Accessories Watches The gifts are more expensive as you go up in years.
Chevron Sara Kashima SKSH@chevron.com	Also, not sure if you can access this, but this is the web site that shows the various service awards: http://www.eawardcenter.com/rb/0000129493/155en_US/ 1. Service periods are shown on service awards as follows: a. The service award emblem uses 14 karat gold and diamonds to

	<p>designate the various years of service.</p> <p>One three point diamond is included for each five years of service. For example, a 10-year service emblem bears two diamonds.</p> <p>b. The month and year shown on the watch or clock inscription are those during which the recipient's 25th and subsequent anniversary occurs - except that when the anniversary occurs after retirement, the month shown will be that immediately preceding the retirement date. An example of the inscription on each watch or clock follows:</p> <p style="padding-left: 40px;">Presented to (Name of Recipient) to Honor (His or Her) 25th Anniversary with Chevron (Month, Year)</p> <p>Presentation</p> <p>Service award presentations should be made by an employee's supervisor or manager. Suggested guidelines for company-sponsored luncheons are as follows:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Years of Service</u></th> <th style="text-align: left;"><u>Presentation of award to employee</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Delivered by program vendor directly to employee's home.</td> </tr> <tr> <td>5</td> <td>At lunch with supervisor or manager or both and two guests.</td> </tr> <tr> <td>10</td> <td>At lunch with supervisor or manager or both and three guests.</td> </tr> <tr> <td>15</td> <td>At lunch with supervisor or manager or both & four guests.</td> </tr> <tr> <td>20</td> <td>At lunch with supervisor or manager or both & five guests.</td> </tr> <tr> <td>25+</td> <td>At lunch/dinner with supervisor or manager or both & six guests.</td> </tr> </tbody> </table> <p>In the case of the 25-year and subsequent anniversaries, it is recommended that awards be presented by the head of the employing organization.</p> <p>The service recognition presentation may include a number of recipients if their anniversaries fall within a reasonably close time period, such as the same month. Presentations should occur as close to the actual service date as possible, preferably within 15 days.</p>	<u>Years of Service</u>	<u>Presentation of award to employee</u>	1	Delivered by program vendor directly to employee's home.	5	At lunch with supervisor or manager or both and two guests.	10	At lunch with supervisor or manager or both and three guests.	15	At lunch with supervisor or manager or both & four guests.	20	At lunch with supervisor or manager or both & five guests.	25+	At lunch/dinner with supervisor or manager or both & six guests.
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<p>Chubb & Son Insurance Julie LaSaracina jlasaracina@chubb.com</p>	<p>At 5 year intervals, employees receive an electronic catalog from Michael C. Fina and are able to select a gift. The value of the available gift options increases with sequential anniversaries. Employees are also recognized in our internal electronic weekly newsletter (lists years of service, name, and branch). PTO does increase with service, but is not structured at 5 year intervals like the gifts.</p>														
<p>Deere & Company Gail Henderson hendersongailw@johndeere.com</p>	<p>We have one global standard for all locations around the world and then unit locations may do additional recognition activities/gifts at their discretion.</p> <p>For all employees around the world we have contracted with a company that offers multiple John Deere branded/labeled gifts that they may choose from beginning on the 5th year of employment. The options range from jewelry to golf</p>														

	<p>bags. Every 5 years the number of choices increase and the values increase.</p> <p>Many locations will provide additional anniversary gifts. For example, our World Headquarters location offers \$50 to choose a gift card from a number of vendors. Our Parts Distribution Centers will give employees a Parts Distribution Center bowl engraved with their name and anniversary years.</p> <p>Managers have discretion in how they celebrate the event with their teams. Generally, cake and coffee is ordered for the team and/or, they may prefer to go out to eat with their team if it is a smaller group.</p> <p>We don't tie vacation to incremental anniversary years. Each year employees accrue some additional vacation up to 25 days per year.</p>												
<p>Deloitte Amy Gleisner agleisner@deloitte.com</p>	<p>At Deloitte we offer a non-cash award - \$100 for every 5 years of service from the most recent date of hire via American Express pre-paid cards</p>												
<p>EMC Heidi Hobbs heidi.hobbs@emc.com</p>	<p>EMC has the same program AstraZeneca.</p>												
<p>FM Global Mary Fox mary.fox@fmglobal.com</p>	<p>We do the same and partner with OC Tanner. With a global workforce, having a vendor makes the logistics feasible. We also provide the employee with a certificate and frame, <u>sample attached</u>, which they can display in their workstation. Often the manager and employee are pictured with this certificate and posted on our intranet site.</p>												
<p>Intel Dana Vandecoevering dana.vandecoevering@intel.com</p>	<p>Intel recognition starts at 5 year anniversary.</p> <p>Intel has a recognition program in place where employees have a debit card and when they receive any type of recognition, money is added to the card, based on the award. The amounts are below.</p> <table border="1" data-bbox="480 1440 1474 1591"> <tr> <td>5 years – 250 points</td> <td>10 years – 750 points</td> <td>15 years – 1,000 points</td> </tr> <tr> <td>20 years – 1,250 points</td> <td>25 years – 1,500 points</td> <td>30 years – 2,500 points</td> </tr> <tr> <td>35 years – 3,000 points</td> <td>40 years – 3,500 points</td> <td>45 years – 4,000 points</td> </tr> <tr> <td>50 years – 5,000 points</td> <td>55 years – 5,500 points</td> <td></td> </tr> </table> <p>Note: 100 points = \$10 USD</p> <p>It's really up to the manager on how they celebrate and recognize the employee. There are tips provided on our recognition website.</p> <p>Anniversary celebration tips for managers ▲</p> <p>An anniversary is a great excuse for a party and managers are encouraged to find a special way to celebrate this occasion. It requires a little planning, but it can result in a lasting positive memory for everyone involved.</p> <ul style="list-style-type: none"> • Understand your employee. Take the time to discover career highlights and 	5 years – 250 points	10 years – 750 points	15 years – 1,000 points	20 years – 1,250 points	25 years – 1,500 points	30 years – 2,500 points	35 years – 3,000 points	40 years – 3,500 points	45 years – 4,000 points	50 years – 5,000 points	55 years – 5,500 points	
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	<p>how the person likes to be recognized – some prefer quiet acknowledgement while others thrive in the spotlight. Ask questions such as: What are some of your favorite memories - perhaps a successful project, an encounter with someone famous, trying unfamiliar cuisine on a business trip, etc. Consider talking to co-workers and family for additional stories. Then use this information to craft a speech. Your sincerity is the most important ingredient.</p> <ul style="list-style-type: none"> • Make it timely and choose the right venue. Celebrate the anniversary as close to the actual date as possible. Here are some ideas: <ul style="list-style-type: none"> • Create an award certificate and present it at a department or staff meeting. Don't forget the cake or another celebratory treat. • Have a team lunch or outing with co-workers – choose a restaurant your employee likes or make it a picnic. • Create a word cloud using Wordle. Enter your words/phrases into the tool to create your masterpiece. The clouds give greater prominence to words that you use more frequently. Create yours now. • Organize a casual gathering around the employee's cube. Bring snacks. <p>Additionally - -after 10 years of service, employees receive another week of vacation, making it 4 weeks paid vacation. After every seven years, employees receive an 8 week paid sabbatical.</p>
<p>KPMG Barbara Wankoff bwankoff@kpmg.com</p>	<p>KPMG's is the same as well – we also annually in each office have a “STARS” event which recognizes everyone who celebrated a “milestone” anniversary in that calendar year.</p>
<p>LA Metro Transit Suzanne Lauver LAUVERS@metro.net</p>	<p>Metro provides service pins to employees in 5 year increments starting at Year 5 along with a letter of appreciation from the CEO for the employees' service. Each 5 year increment has the years of service number on the pin.</p>
<p>Marriott International Betsy Kiss betsy.kiss@marriott.com</p>	<p>Hi Rita – we too recognize our employees for every 5 years of service with a pin, letter of recognition, printed certificate, and gift. Michael C. Fina is our vendor for this recognition program. Gifts get increasingly more valuable with every 5 years, and our biggest recognition is the Quarter Century Club when you hit 25 years of service. In addition, managers are able to present the employee with their award at a departmental event with the following guidelines:</p> <ul style="list-style-type: none"> • 5 or 10 years - Up to \$10.00 per person attending (recommend cake/breakfast event) • 15 or 20 years - Up to \$25.00 per person attending (recommend breakfast/lunch event) • 25+ years – at leader's discretion (recommend reception/dinner event)
<p>McGraw Hill Financial Karlene Hall karlene.hall@mhfi.com</p>	<p>At McGraw Hill Financial we do the following:</p> <p>Year One – At Manager's discretion - Congratulations from Manager and discussion about the nature and extent of the employee's progress</p> <p>Year Five and fifth year thereafter – A letter from the Manager at year 5 and every 5 years thereafter. Lunch with department head and immediate manager is at manager's discretion. No monetary gift is given, not until year 25.</p>

Year Twenty Five – formal recognition. Employee becomes part of the Twenty Five Year Club, they receive an engraved mantel clock, a tie or scarf which are all presented by the Manager on behalf of the company and \$100 deposited directly into the employee’s bank account. A luncheon is also arranged by employee’s manager on the actual date of the 25 year anniversary where immediate co-workers are also invited. (Maximum expense dependent upon various factors such as geographic location, since prices vary) which is at manager’s discretion.

Year Thirty and above – Similar celebration to the twenty fifth. A \$300 service award is deposited into EE bank account. A group gift may be given as directed by the Department Head and immediate manager where participation by other is voluntary. The department gift is separate and distinct from the company gift check. (Lunch and gifts are up to each manager.)