



# HARVARD

## Human Resources

### RECOGNITION PROGRAMS

## SERVICE MILESTONE PROGRAM GUIDELINES

**Beginning with milestones attained in 2016**, the Harvard Service Milestone Recognition Program recognizes and celebrates 5-year service anniversaries of staff and faculty. This recognition includes a gift of the honoree's choosing from a collection of Harvard insignia items, traditional mementos (including the "Harvard chair"), and other gifts. The program's main purpose is to help convey Harvard's appreciation of our staff and faculty, who contribute so vitally to our mission, year after year.

### RECOGNITION GIFTS

- Should be selected within six months of the service anniversary, from the current gift catalog for that anniversary level. The gift catalog may change at any time based on product availability though every effort will be made to offer a comparable gift.
- May not be exchanged for a monetary award, a voucher for an experience (e.g., dining out) or a donation to a charity. These tangible service recognition gifts are non-taxable and non-reportable.
- Can be shipped to the place of the honoree's choosing within the U.S., but "home" is the default shipping location.

### CONTACT INFORMATION

For customer service, service honorees should contact O.C. Tanner  
 Phone: 1-888-708-7080  
 Email: [orders@octanner.com](mailto:orders@octanner.com)  
 Web: <http://www.octanner.com/customer-support.html>

Additional information and assistance at:  
<http://hr.harvard.edu/service-recognition>  
 or [recognition@harvard.edu](mailto:recognition@harvard.edu)

September, 2017

### WHO IS ELIGIBLE

All Schools and Units	Plus these
<ul style="list-style-type: none"> <li>• Administrative/Prof. (A)</li> <li>• Senior Faculty (F) and Junior Faculty (J)</li> <li>• Support Staff (S)</li> <li>• Service &amp; Trades Staff (L, U)</li> </ul>	<ul style="list-style-type: none"> <li>• At FAS, coaches and assistant coaches (O)</li> <li>• At SPH and HMS, several categories of staff scientists and researchers (O)</li> <li>• At SPH, internal post-docs (Y) and some research fellows (Z)</li> <li>• At HKS, Lecturers and Senior Lecturers (O)</li> </ul>

### MILESTONES RECOGNIZED

5-year milestones from 5-60 years of benefits-eligible service <b>attained 1/1/16 or later</b>	5-year milestones from 10-60 years of benefits-eligible service <b>attained 1/1/16 or later</b>
<ul style="list-style-type: none"> <li>• Core staff (A, L, S,U)</li> <li>• Other specific staff groups at FAS, SPH, HMS, and HKS (in O, Y, and Z)</li> <li>• Senior Faculty (F) and Junior Faculty (J) at SPH, HKS, and in the central administration and allied</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Faculty (F) and Junior Faculty (J) at all other schools</li> </ul>

### HOW SERVICE IS CALCULATED FOR THIS PROGRAM

This program uses **benefits-eligible (BE) service** (found in PeopleSoft at Self-Service>My Personal Details>Additional Information) to determine service anniversaries. Generally, faculty and staff accrue .083333 years of service *after* each month is worked. The program recognizes a service anniversary **when a 5-year threshold is crossed**, with no rounding. This may be different than 5-10-15 (etc.) years from the hire date.

**Example:** Bob's first day of work was May 26, 35 years ago. In PeopleSoft, it shows that Bob has 34.916090 years of BE service as of April 30. We anticipate that Bob will accrue a month of BE service in May, bringing him to 34.999423 years, and a month of BE service in June, bringing him to 35.082757 years. Therefore, Bob's 35-year service milestone will be celebrated in June.

### DELIVERY/NOTIFICATIONS

In general, award packages will be delivered about two weeks before the start of the month in which the service anniversary occurs.

Award package shipped to...	For honorees in...
Manager (as listed in PS)	HHR, HUIT, FAD, AA & D, and HMS (staff in A, S, L, and U)
Home	All other CADM units, Allieds, UHS, FAS, SEAS, Divinity, HKS, and HMS (faculty and academics in F, J, and O)
Local HR Local Faculty Affairs	All other schools GSE only (faculty packages only)

## FREQUENTLY ASKED QUESTIONS

- 1. I celebrated my 10 year anniversary a few years ago (and a 5 year anniversary before that) and I don't remember getting a recognition gift. Can I get it now?**

Generally speaking, no. This program began on January 1, 2016 and we don't recognize service milestones that were attained before that date. We hope you will be at Harvard when your next service anniversary rolls around so that we can recognize you!

- 2. Instead of selecting a gift, is it possible to choose an experience (e.g., a gift certificate) or have a charitable contribution made on my behalf?**

Sorry, no. As a formal, tax-advantaged employee recognition program, the Harvard Service Milestone Program makes only *tangible* gifts to faculty and staff as a token of appreciation for their years of service, consistent with [University and IRS guidelines](#). These gifts are not reportable or taxable to honorees.

- 3. How long do I have to select a gift?**

Two years. However, the gift choices change regularly so a gift you see in the printed award booklet you received or online may not be available in the future. Effort will be made to offer something comparable.

- 4. My original hire date and the month in which I'm receiving recognition aren't the same. Why?**

Accruals of benefits-eligible service, which we use to trigger service recognition, happen *after* you have worked each month, so that is the main timing difference from your exact hire date. (See the example of "Bob" above.) Many people have starts and stops in their Harvard service, or work in roles that are not benefits-eligible at some point. These are the other reasons you may see a difference between your exact hire date and when your service anniversary is recognized.

- 5. How are milestone anniversary dates calculated?**

After each month has passed, eligible employees are awarded one month (or 0.083333 years) of service. The program recognizes service milestones during the month in which a 5-year threshold is crossed.

- 6. How do I know how much benefits-eligible service I have?**

Log in to PeopleSoft and go to Self-Service>My Personal Details>Additional Information. You will see your benefits-eligible service displayed there. Contact Harvard Benefits ([benefits@harvard.edu](mailto:benefits@harvard.edu), 6-4001) if you have questions or concerns about the figure shown there.

- 7. I am a manager and one of my direct reports is reaching a milestone. Am I supposed to do something in person for them? Am I supposed to buy a separate gift for them?**

Managers are strongly encouraged to help Harvard recognize service anniversaries with a few sincere words of thanks and appreciation – in a written note, at a 1:1 meeting, or with a "shout out" at a regularly scheduled staff meeting. (In some areas, the honoree's manager is sent the award packet to give to the honoree.) As in any relationship, it is your time and attention that mean the most. There is no need to buy a separate gift. In fact, it is discouraged as the gifts have already been selected to fall below IRS taxability thresholds.