



<b>University of Kentucky / UK HealthCare Policy and Procedure</b>	<b>Policy # A09-095</b>
<b>Title/Description:</b> Career Achievement Program	
<b>Purpose:</b> To recognize faculty and staff for their years of service utilizing their current hire date anniversary.	

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## Policy

Career Achievement honors active, regular status employees for their continuous years of service milestones in increments of five (5) years. For the purposes of this policy, a UK HealthCare employee is defined as healthcare personnel area (PA) 1500, college of medicine staff PA 1000, college of medicine faculty PA 1000, Central Kentucky Management Services (CKMS), Graduate Medical Education (GME), and Eastern State Hospital (ESH).

1. Employees are honored based on their "current hire date" in the University's HR system. Current hire date represents the most recent employment affiliation with the University.
2. Employees who are currently in a regular position (Regular Full-time, Regular Part-time, WEPP) and an on-call position (0.2 FTE and above) are eligible for recognition, and must be in an active status on the anniversary date.
3. If an employee is reinstated, per [UK HR Policy & Procedure #15.0: Reinstatement](#), UK HealthCare's Career Achievement recognition program will continue to utilize the current hire date to calculate years of service for recognition purposes.
4. All service accrued from the current hire date will be considered, including time spent in a STEPS, temporary, or on-call position.

## Procedure

The new Career Achievement program is effective for all employees who reach a 5-year milestone beginning January 1, 2017. Employees will be recognized in the month they achieve the milestone anniversary.

An employee has the option to select a gift item based on their milestone anniversary and has one year from their anniversary date to select an item. If the employee does not redeem for a gift within the year, the options expires. The Career Achievement program follows the IRS taxation guidelines.

Current STEPS, temporary and post-retiree employees are not eligible for career achievement recognition.

If employees have questions about the current hire date on their record, supervisors should contact Employee Records at [employeerecords@uky.edu](mailto:employeerecords@uky.edu).

**Persons and Sites Affected**

☒ Enterprise ☐ Chandler ☐ Good Samaritan ☐ Kentucky Children's ☐ Ambulatory ☐ Department

**Policies Replaced**

☐ Chandler HP ☐ Good Samaritan ☐ Kentucky Children's CH  
☐ Ambulatory KC ☐ Other

**Effective Date:** 7/4/2018, 3/18/2019**Review/Revision Dates:** 7/4/2018, 3/18/2019**Approval by and date:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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