

# **CPTC Procedure: Faithful Service Award**

Employees of Coastal Pines Technical College are valued for their loyalty to the Technical College System of Georgia and their dedication to the performance of their work assignments for the State of Georgia. CPTC celebrates their achievements by recognizing these milestones through the Faithful Service Awards Program.

The Faithful Service Award Program recognizes employees with 5, 10, 15, 20, 25, and 30 years of continuous service earned at state agencies that utilize the PeopleSoft Human Capital Management system. Depending on the years of service earned at qualifying state agencies, employees may receive a certificate of service award or a plaque recognizing continuous years of service. Employees are recognized at the annual Staff Development day in December.

Questions regarding this procedure should be directed to the Human Resources Director.

## **Responsibility**

The Vice President for Administrative Services have the overall responsibility of ensuring this procedure is implemented.

**Adopted:** October 15, 2019

**Reviewed:** November 15, 2021