

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: Longevity Recognition Policy

TIU POLICY #: P-314

STATUS: Approved, November 2011
Updated, August 2015

I. PURPOSE:

To recognize staff members for longevity of service.

II. SCOPE:

This policy applies to all full-time staff members of Trinity International University (University).

III. POLICY:

The University has established an award system as a special recognition and appreciation for the years of service individual staff members have given to the University. Compensation for longevity service is as follows:

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|---|-------------------------|
| A. Five (5) years of full-time employment | \$500 one-time bonus. |
| B. Ten (10) years of full-time employment | \$750 one-time bonus. |
| C. Fifteen (15) years of full-time employment | \$1,000 one-time bonus |
| D. Every fifth anniversary thereafter | \$1,500 one-time bonus. |

All longevity bonus awards are considered taxable income and therefore subject to normal payroll taxes.