



ADMINISTRATIVE POLICY

Policy Type:	Employee Acknowledgement
Policy Number:	1702
Date Adopted:	07/28/2003
Version:	4.0
Review Cycle:	Biannually
Date Last Reviewed:	3/27/2019
Office Responsible:	Human Resources

Policy Summary: The statement describes the College’s approach and limitations to acknowledging and/or recognizing employees on occasion of family circumstances.

Definitions:

Immediate family member is defined as spouse, grandparent, parent, sibling, children, foster family, in-laws, domestic partners and other non-traditional family groups. Exceptions may be made on a case-by-case basis.

Policy Statement: Jackson College will acknowledge current employees on the occasions of an illness requiring hospitalization, death, birth or adoption of a child, or marriage/union, and will acknowledge employees for the death of an immediate family member.

All information received in reference to an occasion listed above should be immediately forwarded to the Human Resources Office whom will confirm with the person providing the information that details can be shared with the campus community.

Please contact the President’s Office for non-employee acknowledgement.

Change Log:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
11/16/2011	Change log added; responsible party changed	A.Goings
12/23/2013	Revised due to change in office	S. Johnson
11/1/2016	Review	S. Perkin
3/27/2019	Edits	Chief of Staff/VP of Human Resources