

CPFM Department: Operations & Strategy	SOP Number: OS-2
	Effective Date: 4/10/2026
Title: Years of Service Pin Recognition Program	Revision Date: 5 years
	End Date: Indefinite
Signature:	Dean Tufts, Vice President Campus Planning & Facilities Management (CPFM)

POLICY: Years of Service Pin Recognition Program

PURPOSE: To establish a process for recognizing CPFM employees for their dedicated years of service to CWRU through the distribution of service recognition pins.

PROCEDURE: The Years of Service Pin Recognition Program is managed by the Office of the Vice President for Campus Planning & Facilities Management. Service milestones include 5, 10, 20, 30, 40 and 50 years of service. Service milestones are recognized with unique pins designed by CPFM with input from University Marketing and Communications. Eligibility is based on the employee’s official hire date.

At the start of each calendar year, the Department of Business and Finance will generate a list of employees eligible for recognition pins during the current calendar year. The Office of the Vice President will order pins in sufficient quantity to accommodate all eligible recipients. Pins should be ordered by August, so they are received in advance of the planned recognition events in December.

Pins will be presented during the annual CPFM holiday party in December to those who have reached a milestone of 40 years or more during the current calendar year. Department Heads will be responsible for presenting pins and recognizing employees for reaching milestones of less than 40 years during the current calendar year. Department Heads should ensure that recognition is delivered before the end of January of the following year.

The Office of the Vice President will maintain records of all pin distributions. Employees who believe they were missed or received an incorrect pin should contact their supervisor.