

UADA Policy 432.0
Career Service Recognition Payment Program

Purpose

The purpose of this policy is to establish a procedure governing the Career Service Recognition Award program.

Scope

This policy applies to University of Arkansas System Division of Agriculture (UADA) employees, except academic faculty.

Policy

University of Arkansas System Division of Agriculture (UADA) employees, except academic faculty, are eligible for annual career service recognition payments upon completion of ten (10) or more years of state service in non-classified regular full-time (100%) positions. Faculty is defined as Instructors, Curators, Assistant Professors, Associate Professors, Professors, University Professors, and Distinguished Professors. If an employee's career spans service in both faculty and non-faculty positions, only the non-faculty periods of service are creditable for the Career Service Recognition Payment program.

Payments are made as follows:

- 10-14 years - \$800
- 15-19 years - \$1,000
- 20-24 years - \$1,200
- 25+ years - \$1,500

Periods of leave without pay (FMLA) and active military service when veterans' reemployment rights are exercised may be considered creditable service for the Career Service Recognition Payment program. Payments are made to qualifying employees in their regular paycheck on the last day of the month following the qualifying date of employment (career service credit date). If you are contributing to a retirement plan, Career Service Recognition Payments will be subject to retirement contribution deductions. These deductions will be matched by UADA in the same proportion as deductions from your regular paycheck. Career Service Recognition Payments are subject to state and federal taxes.

Previous version: July 1, 2020