

Service Pins

The superintendent/president will arrange for employees to be recognized for years of service in five-year intervals.

Years of service is calculated using the original date of hire into a regular position (time worked in a temporary assignment is not included). A year is completed when 365 calendar days have passed since the date of hire (regardless of the number of months worked or percentage of assignment). The pin is awarded in the fiscal year when a five-year increment will be completed by the end of that fiscal year (June 30).

Classified Administrator Emeritus Criteria

- A. Ten years of full-time service
- B. Fifty years of age
- C. Retired from the district

Prerequisites Associated with Classified Administrator Emeritus Status

The following prerequisites will be granted classified administrators who retire and are granted emeritus status:

- A. MiraCosta College email account
- B. Access to the college library
- C. Discounts on computer purchases through Academic Information Services
- D. One-time supply of retiree business cards, if desired
- E. Four tickets per year to athletic, performing arts, or scholarly functions

Also see BP 7280 Employee Recognition.