



Human Resources  
UNIVERSITY OF COLORADO  
ANSCHUTZ MEDICAL CAMPUS

# Staff Years of Service Program

## *Frequently Asked Questions*

The University of Colorado Anschutz recognizes the extraordinary dedication of its staff and research assistants. The Years of Service (YOS) program was established to recognize milestone years of service. In the spring semester eligible individuals will be recognized if they reached a milestone year the previous year.

1. Who is eligible for Years of Service?
  - a. Classified Staff, University Staff, and Research Assistants who reach milestone years of service.
2. Who is being recognized for years of service in this cycle?
  - a. Individuals reaching a milestone year of service in 2023 are being recognized in Spring 2024.
3. What are considered milestone years?
  - a. Milestone years of service begin at five years and increase in five-year increments. The [university procedural statement on recognition](#) states that five years is the minimum length of service that can be recognized, and recognition may not take place more frequently than every five years for each individual.
4. How do you determine years of service?
  - a. Depending on how long you have been employed by the university, your full employment history may not be available in a single system. A query is used to calculate years of service by pulling data from multiple systems and calculating the number of days worked at CU. Pre-HCM (HR information system) records, FRS Pre-HCM paycheck tables, and HCM service days counts are used in the total.
  - b. Temporary appointments and time employed by affiliates are not counted towards staff years of service. Individuals that have time in both faculty and staff roles may not pull into the query. If you are currently in a staff role and are concerned that your faculty time was not counted towards your years of service, please reach out to [hr.awards@cuanschutz.edu](mailto:hr.awards@cuanschutz.edu).
5. Are years of service calculated the same for recognition, compensation, hiring and retirement?
  - a. Different calculations must consider different factors, so the calculation is often not the same. For example, non-CU experience may be considered in salary setting calculations and only years in benefits eligible positions count towards retirement.
6. My years of service don't seem correct, what should I do?
  - a. We have found the data to be accurate within an acceptable margin of .01 years. However, employees with a high volume of entries on their record may have a larger discrepancy when measuring against the data pull record and the manual review. We also have employees a small number of employees each year that fall right on the cusp of years. If you feel you should have been recognized and were not notified or that your years are incorrect, reach out to [hr.awards@cuanschutz.edu](mailto:hr.awards@cuanschutz.edu).
7. Why didn't my co-worker receive their years of service?
  - a. We are always happy to investigate years of service calculations. We ask that individuals reach out on their own behalf or work with their supervisor to reach out.

8. Why didn't I get invited to the reception?
  - a. We make every effort to include as many people as possible in the on-campus event. Each year we factor in the number of individuals eligible for recognition, space limitations and budget to determine what milestones can be included in on-campus events. Groups not included in the event will receive recognition through a different modality.
9. Can my supervisor attend the reception with me?
  - a. Due to limited space and efforts to recognize the largest number of eligible employees in person, we are unable to invite every supervisor. We have made efforts to ensure campus leaders will be in attendance from all colleges, schools, and divisions to celebrate with you.
10. Why have I never been recognized for years of service, and I have been here a long time?
  - a. The staff years of service program is not required but rather something the university strives to do in recognizing the extraordinary service of our employees. As with any program, many resource-based factors are involved in determining if it will take place. Our understanding is that it has occurred intermittently and in different variations in the past. HR is committed to maintaining and preserving the program now and in the future.