Dear Benefits Eligible Staff, Faculty and Academic Appointees,

On Tuesday, December 15th you should have received an email from Marilyn Hausammann, Vice President for Human Resources, announcing a new University-wide recognition program to recognize and celebrate service milestones of all staff, faculty and academic appointees - see attached.

As most of you are aware, the Harvard Chan School already hosts an annual recognition event called the Celebration with the Stars (CWTS) which recognizes those who have reached a service milestone during the previous calendar year. The recognition event consists of a ceremony presented by our senior leaders, a special video for the honorees and guests, a reception and the distribution of the recognition gifts. The honoree criteria is based on the following:

**Criteria**
- Staff and Faculty/Academic who’ve reached a milestone
- Excludes Staff and Faculty/Academic employees who are unpaid
- Excludes Retirees
- Data is based on primary job only
- Benefit Eligible (BE) service is used
- Excludes less than half time (LHTs) and weekly employees

Our 17th CWTS event will take place on Wednesday, February 10, 2016 to recognize employees who reached a service milestone in calendar year 2015. There will be no change to the February 2016 Celebration with the Stars program.

Beginning in early 2016, Harvard will introduce the new University-wide recognition program for those who reach a service milestone in calendar year 2016. What does that mean for the Harvard Chan School? There will be a slight change to how recognition gifts are delivered. Rather than receiving your gift at the CWTS event, which will still take place each year, your gift will be distributed within your department during the month in which you reach your milestone. With this change, we hope to create a more consistent approach to milestone recognition across Harvard.

Should you have any questions, please email recognition@hsph.harvard.edu. We look forward to seeing you at the February celebration!