

Acknowledgment of Seniority for Personnel at CETYS University

Considering that the human resource is one of the most important elements so the Institution carries on its Educational Mission, CETYS University has granted a way of acknowledging the time worked at the Institution.

The Acknowledgment of Seniority Ceremony for the Institution's personnel will be held on September 20 for the Mexicali Campus, where the following acknowledgements will be granted in quinquennium:

| ACKNOWLEDGMENT LIST | |
|---------------------|---|
| 5 years | Fistol |
| 10 years | Fistol and diploma |
| 15 years | Fistol, acknowledgment plate (metal) and set of pens |
| 20 years | Fistol, acknowledgment plate (metal, framed in glass) and watch |
| 25 years | Fistol, acknowledgment plate (glass), and watch * |
| 30 years | Fistol, acknowledgment plate (glass), and watch * |
| 35 years | Fistol, acknowledgment plate (glass), and watch * |
| 40 years | Fistol, acknowledgment plate (glass), watch and centennial coin* |
| 45 years | Fistol, acknowledgment plate (glass), watch and two centennial coins* |

- The cut off date for counting the years worked in the institution, will strictly be September 20 of every year.
- If the date turns to be a Saturday or Sunday, it will be set back.
- For the Tijuana and Ensenada Campuses, the celebration will be held the following 5 days after September 20, in a date selected and agreed according to the President's schedule.

For tenure workers with 25, 30, 35, 40 and 45 years of service at CETYS University, besides the items mentioned before, they will receive:

| Personnel | 25 YEARS | 30 YEARS | 35 YEARS | 40 YEARS | 45 YEARS |
|--|---|---|---|---|---|
| Instructors, Heads of Department and Directors. | <ul style="list-style-type: none"> 1 month's salary 2-week vacation | <ul style="list-style-type: none"> 1.5 month's salary 1 trip for 2 people, 4 days and 3 nights, to a national destiny. 2-week vacation | <ul style="list-style-type: none"> 2 month's salary 1 trip for 2 people, 4 days and 3 nights, to a national destiny. 3-week vacation | <ul style="list-style-type: none"> 2.5 month's salary 1 trip for 2 people, 4 days and 3 nights, to a national destiny. 3-week vacation | <ul style="list-style-type: none"> 3 month's salary 1 trip for 2 people, 4 days and 3 nights, to a national destiny. 3-week vacation |
| B) Secretaries and administrative assistants | <ul style="list-style-type: none"> 1 month's salary 2-week vacation | <ul style="list-style-type: none"> 2 month's salary. 2-week vacation | <ul style="list-style-type: none"> 3 month's salary 3-week vacation | <ul style="list-style-type: none"> 4 month's salary 3-week vacation. | <ul style="list-style-type: none"> 5 month's salary 3-week vacation |
| C) Maintenance and services personnel | <ul style="list-style-type: none"> 2 month's salary 2-week vacation | <ul style="list-style-type: none"> 3 month's salary 2-week vacation | <ul style="list-style-type: none"> 4 month's salary 3-week vacation | <ul style="list-style-type: none"> 5 month's salary 4-week vacation. | <ul style="list-style-type: none"> 6 month's salary 4-week vacation |

Requirements to select the acknowledged workers:

1. Be tenure personnel
2. Be tenure or part tenure instructor.
3. Only uninterrupted years of service will be considered
4. For workers who quit and returned, their last registration date will be considered as starting date.
5. For instructors studying abroad, their seniority will be considered taking into account their registration date.
6. For instructors who studied abroad before being tenure workers, their seniority will be considered at the time they were hired.
7. For people who have a permit, that time will not be counted in their seniority; it will be deducted from the years of service provided.

Ing. Enrique Carlos Blancas de la Cruz
President of CETYS University System