

## EMPLOYEE SERVICE RECOGNITION POLICY

<b>Policy Section &amp; Number:</b>	People & Culture	<b>Effective Date:</b>	October 17, 2023
<b>Policy Owner:</b>	Associate Vice President, People & Culture	<b>Last Revised:</b>	August 31, 2023
<b>Policy Administrator:</b>	Associate Director, People & Culture	<b>Review Scheduled:</b>	Every 4 years
<b>Approver:</b>	Executive Committee		
The official controlled version of this document is held with the Policy & Procedure Coordinator.			

### A. POLICY STATEMENT

Keyano College values and appreciates the dedicated service of our employees and wishes to recognize employees in full or part-time permanent positions that have attained long service milestones.

#### 1. Guiding Principles

- 1.1 The Keyano College Board of Governors with the assistance of the People & Culture department will administer the Long Service Recognition Awards based on the principles stated here in and in compliance with all applicable legislation.
- 1.2 This policy is to be reviewed every 4 years or whenever a funding or legislations changes occur, whichever comes sooner.
- 1.3 Any changes to this policy & operating procedure must be reviewed by the Associate Vice President, People & Culture and the Executive Committee to align and approve on the changes.

#### 2. Long Service Awards

##### 2.1 Long Service Recognition

- a. Keyano College formally recognizes specific “milestones” of employment that are considered an on-going commitment between Keyano College and the employee.
- b. Employee Service is formally recognized in five (5) year increments (the fifth, tenth, fifteenth, twentieth, twenty-fifth, thirtieth, thirty-fifth years of service and applicable five years thereafter).
- c. Eligibility is calculated annually to December 31<sup>st</sup>.
- d. Calculations for service for long service recognition can be found in the Employee Long Service Recognition Procedure.

### 3. Service Recognition at Retirement

#### 3.1 Retirement Service Recognition

- e. Keyano College wishes to recognize employee's years of service upon their retirement from the College. To be eligible for the recognition and gift, an employee must be a permanent employee with a minimum of five (5) years of service and provide sufficient notice of retirement.

## B. DEFINITIONS

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|-----|-----------------------------|---|
| (1) | <b>Policy:</b>              | means Employee Long Service Recognition Policy  |
| (2) | <b>College:</b>             | means Keyano College  |
| (3) | <b>Employee:</b>            | means a person who is employed by Keyano College in a continuing and ongoing full or part time permanent CUPE, Faculty or Admin position and performs service in accordance to existing Terms and Conditions of Employment or appropriate Collective Agreement. |
| (4) | <b>Ineligible Employees</b> | means a person in a bargaining unit that are not eligible for recognition under this policy. Student, Casual and Temporary or Contract employees are not eligible to participate in this program.   |
| (5) | <b>Service</b>              | means an employee in a full or part time permanent position with five (5) or more years of continuous employment.   |
| (6) | <b>Milestones</b>           | means an employee's service   |

## C. RELATED DOCUMENTS

- Employee Service Recognition Procedure

## D. RELATED LEGISLATION

- *Freedom of Information and Protection of Privacy Act*
- *Canada Revenue Agency- New Administrative Policy on Gifts, awards and long-service awards & Section 6 of the Income Tax Act (ITA)*

## E. RELATED DOCUMENTS

- Employee Long Service Recognition Procedure

**F. REVISION HISTORY**

<b>Date (mm/dd/yyyy)</b>	<b>Description of Change</b>	<b>Sections</b>	<b>Person who Entered Revision (Position Title)</b>	<b>Person who Authorized Revision (Position Title)</b>
Aug 31, 2023	Moved to new template, split into policy and procedure to add clarity, changed eligibility period to calendar year	Old policy 3.14 points 2 & 3	Associate Director, People & Culture	Associate VP People & Culture