

EMPLOYEE SERVICE RECOGNITION PROCEDURE

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

A. PROCEDURES

The procedure details the administration of Keyano College's Employee Long Service Recognition process and establishes the process and steps to follow when celebrating an employee milestone as well as employee retirement gifts.

1. Long Service Recognition

1.1 Eligibility

- a. Keyano College formally recognizes specific "milestones" of employment that are considered an on-going commitment between Keyano College and the employee.
- b. The People & Culture will designate a Coordinator from the department to coordinate the administration of the recognition of service program, including assessment of employee eligibility and awards.
- c. 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).
- d. Eligibility is calculated annually to December 31st (calendar year).
- e. Calculations for service for long service recognition will be on the following basis:
 - i. Employee service as of December 31st.
 - ii. One continuous year of employment must be completed before prior service is considered. New Employees must inform Human Resources of prior service. Service will be counted monthly.
 - iii. For Permanent or ongoing Term employees - 12 months will constitute 1 year of service.
 - iv. Sessional employees who work between 8 - 10 working months will constitute 1 year of service for all positions.
 - v. Part- and full-time is considered the same in terms of calendar year seniority milestone calculation.

- vi. Leave without pay in excess of 30 days will not be considered in calculation formula unless it is for educational purposes.
- vii. Leave with pay will be included in calculations.
- viii. Maternity and Parental Leave time off will be counted as service however time off on long-term disability would not be included. This change will be going forward upon approval and implementation of the procedure in September 2023 and no retroactive allowances will be made resulting from possible recalculations. Employees will be celebrated at the next eligible milestone.
- ix. Student/Casual/Substitute/"As required" service is not included in the calculations.
- x. Prior service will not be included if it ended more than 1 year (12 calendar months) in the past. During a lay off, the time while laid-off is not considered towards service milestones calculation, however, past service, if recalled within 12 months from last day worked, would count towards calculation of milestone.
- xi. Government sponsored program employees, student assistant, fee for service and contract employees are not eligible for this program.

1.2 Gift Increments Entitlements

- a. The amount the College will contribute will be based on the length of service with the College as outlined below:
 - i. For employees with 5 years of service is a gift in the amount of \$50.00.
 - ii. For employees with 10 years of service is a gift in the amount of \$100.00.
 - iii. For employees with 15 years of service is a gift in the amount of \$200.00.
 - iv. For employees with 20 years of service is a gift in the amount of \$250.00.
 - v. For employees with 25 years of service is a gift in the amount of \$300.00.
 - vi. For employees with 30 years of service is a gift in the amount of \$350.00.
 - vii. For employees with 35 years of service is a gift in the amount of \$400.00.
 - viii. For employees with 40 years of service is a gift in the amount of \$450.00.
- b. The Canada Revenue Agency (CRA) Administrative policy on Gifts, awards and long-service awards or any changes to what is considered taxable or non-taxable at the time of the awards would prevail and will be followed by the College.

2. Retirement Gifts

2.1 Eligibility

Keyano College wishes to recognize employee's years of service upon their retirement from the College and to thank them for their dedication. To be eligible for

the recognition an employee must be a permanent employee with a minimum of five years of service.

- a. Upon notice of retirement of an employee, People & Culture will calculate the length of service for the employee.
- b. The manager will be notified and provided the maximum amount available based on a calculation of \$25.00 per year of service after five (5) years of service to a maximum of \$500.00 to be used towards the purchase of a gift or a CRA defined non-cash or near-cash gift card.
- c. The Canada Revenue Agency (CRA) Administrative policy on Gifts, awards and long-service awards or any changes to what is considered taxable or non-taxable at the time of the awards would prevail and will be followed by the College.

B. DEFINITIONS

(1)	Policy:	means Employee Long Service Recognition Policy
(2)	College:	means Keyano College
(3)	Employee:	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)	Ineligible Employees	means a person in a bargaining unit that are not eligible for recognition under this policy. Student, Casual and Temporary employees, are not eligible to participate in this program.
(5)	Service	means an employee actively employed in a full or part time permanent position with five (5) or more years of continuous employment
(6)	Milestones	means an employee's service

C. RELATED LEGISLATION

- *Canada Revenue Agency- Administrative Policy on Gifts, awards, and long -service awards* ([link](#))
- *Freedom of Information and Protection of Privacy Act*

D. RELATED DOCUMENTS

- Employee Service Recognition Policy

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
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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 rescinded.	Old policy 3.14 points 2 & 3	Associate Director, People & Culture	Associate VP People & Culture
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