

RETIREMENT RECOGNITION PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Human Resources
Parent Policy:	Compensation Policy
Approval Date:	February 22, 2021
Effective Date:	February 22, 2021
Procedure Owner:	Vice President, People and Culture
Procedure Administrator:	Manager, People Services

Overview:

NorQuest College (college) supports the recognition of retiring employees who have worked for the college for a significant portion of their careers. This procedure will provide divisions with information on how to recognize these employees.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

The college will officially recognize an employee who is retiring provided the employee is 55 years of age or older and has worked at the college in a permanent or term position and has a minimum of 10 years of continuous service.

Retirement Gifts

- The division from which an employee is retiring is to advise People Services of the name of the retiree and the date of retirement at least eight (8) weeks prior to the retirement.
- People Services will coordinate sending a letter to the retiring employee inviting them to select a gift to commemorate their retirement from a number of choices on the college's online gift program.
 - The gifts will increase in value for longer service.
 - The value of the gift will align with the *Income Tax Act* and may result in a taxable benefit.
 - The retirement gift will be funded from People and Culture's budget.

Retirement Event

- A Division Head may, subject to a retiring employee's wishes, arrange for a farewell tea/coffee cake event to mark the retirement of an employee.
- The retiring employee's division is responsible for organizing and funding the event. The retirement event is subject to \$10 per person to a maximum of \$250.
 - The division should consider the employee's preferences and, where possible, include the employee's family or other guests as appropriate.
- The Division Head or designate should present the gift to the retiring employee at the retirement event.

Definitions:
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

Exceptions

A Division Head may arrange for a farewell gift and/or function for permanent or term employees who retire with less than 10 years of service provided the employee is 55 years of age or older.

- These functions are subject to the same conditions specified under the retirement event.

Division Head: means anyone who manages a division or multiple divisions. Division Head is responsible for a division(s) reporting directly to an executive and normally includes Deans and Directors but may also include an executive or senior manager.

Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

Permanent position: means a position designated by the college as continuing to meet the ongoing operational requirements of NorQuest’s core programs. A permanent position may be full time or part time of not less than half time.

Retiring employee: means a person that has applied for their college pension.

Term position: means a position designated by the college as a project or replacement position or term-certain for other specified reasons, having a set expiry date. A term position shall be at least six (6) months minimum in duration and may be full time or part time and not less than one-half time. The length of the term position shall be determined by the nature and duration of the work that is to be performed.

- [Compensation Policy](#)
- [Hosting Procedure](#)
- [Signing Authority Policy](#)
- [Income Tax Act](#)

June 2025

July 2016: new

August 2019: Compliance Office template & reorganization update

February 2021: revised and updated