

## LONG SERVICE RECOGNITION PROCEDURE

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

<b>Functional Category:</b>	Human Resources
<b>Parent Policy:</b>	Compensation Policy
<b>Approval Date:</b>	August 23, 2019
<b>Effective Date:</b>	September 1, 2019
<b>Procedure Owner:</b>	Vice President, People
<b>Procedure Administrator:</b>	Manager, People Services

### Overview:

NorQuest College (college) appreciates that the commitment of long service employees provides organizational benefits including the retention of valued expertise and a stable workforce with lower turnover. For this reason, permanent and term employees will be recognized for their long service.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's 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 recognize employees in permanent or term positions that have attained long service, commencing at five (5) years of service and in five (5) year increments thereafter. These five (5) year increments are referred to as long service milestones.

#### Eligibility

- Employees in a permanent or term position that have reached a long service milestone by December 31 of any year are eligible to receive recognition for their long service with the college at the recognition event in the following year.
- Employees that are receiving Long Term Disability (LTD) at the time of the recognition event will be recognized for their long service if they qualified for their long service milestone prior to going on LTD.
- Employees that have retired will be recognized for their long service at the next recognition event if they qualified for their long service milestone prior to retiring.

#### Calculation of Long Service

- An employee's current employment start date with the college is used to calculate their long service.
- If a terminated employee is rehired, in a Permanent or Term position within a period of four (4) months or less of their termination date, their service is considered to be continuous for the purpose of the long service recognition calculation. If the break is more than four (4) months, the college will add the employee's previous service to their new continuous service for calculation of long service. Length of service for the purpose of these procedures is not intended to provide any additional benefits or entitlements and must not be construed to be consistent with continuous service as defined in relevant terms and conditions of employment or collective agreements.

<b>Definitions:</b>
<b>Related NorQuest College Information:</b>
<b>Related External Information:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

**Recognition Gifts**

- Employees, who have attained their five (5) year, long service milestone, will receive a NorQuest College Pin.
- Employees who have attained their 10 year or longer, long service milestone will be invited to choose a gift from the college’s online gift program. The gifts will be of increasing value for longer service.
- The value of the gift will align with the *Income Tax Act* and may result in a taxable benefit.

**Recognition Event**

- A recognition event, organized by People Services with the assistance of the College Events Coordinator, will be held annually, normally in March, at the Edmonton downtown campus to recognize employees reaching their long service milestone.
- The supervisor of employees eligible for long service recognition are to provide People Services with their employee’s biographies prior to the recognition event.
- The names of long service award recipients will be published in the recognition event program unless an employee chooses to opt out. If an employee chooses not to have their name published in the program they must contact People Services prior to the printing of the program.

**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 ongoing operational requirements. Permanent positions may be Full-time or Part-time.

- [Compensation Policy](#)
- [Income Tax Act \(Canada\)](#)

March 2023

April 2014: new  
 November 2014: update for change in procedure owner  
 August 2019: Compliance Office template & reorganization update  
 August 2019: minor revisions to process details