

LONG SERVICE RECOGNITION PROCEDURES

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:	March 28, 2014
Effective Date:	April 1, 2014
Procedure Owner:	President and CEO
Procedure Administrator:	Director, Workforce Development and Human Resources

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. Ad hoc service (such as Fee-For Service Contract) will be recognized for long service if no time elapsed between the end date of the individual's contract and the first date of their employment with the College; and, the employee brings this service to the attention of the Employee Services Department.
- 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.

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 Workforce Development and Human Resources (WDHR) 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.
- All employees will be invited to recognize and celebrate their colleagues' milestone years.
- Recipients will receive a personal invitation from the President and CEO to attend the recognition event.
- The President and CEO and Division Heads/Senior Managers will present gifts to the recipients at the annual event.
- The names of long service award recipients will be published in the recognition event program.

Preparation for the Recognition Event

- Each Executive Head, Division Head or Senior Manager of employees eligible for long service recognition are to provide WDHR with their employee's biographies prior to the recognition event.

Definitions:

Division Head: means anyone who manages a division. Division Head is responsible for a division reporting directly to an Executive and normally includes Deans and Directors.

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.

Executive Head: includes the President and CEO or Vice Presidents

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.

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 in duration and may be Full-time or Part-time of not less than one-half time.

Related Information:	<ul style="list-style-type: none">• Compensation Policy• Income Tax Act (Canada)
Related Documentation:	N/A
Next Review Date:	March 2017
Revision History:	April 2014: New November 2014: update for change in procedure owner