

RETIREMENT 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:	June 3, 2016
Effective Date:	July 1, 2016
Procedure Owner:	President and Chief Executive Officer
Procedure Administrator:	Executive Director, Workforce Development and Human Resources

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 that is retiring at a celebratory event with a gift, provided the employee is 55 years of age or older and has worked at the college in a permanent or term position for a minimum of 10 years of continuous service. An employee is only eligible for one retirement event and gift from the college.

Retirement Gifts

- The division from which an employee is retiring is to advise the Employee Services department of the name of the retiree and the date of retirement at least eight weeks prior to the retirement event.
- Employee Services will coordinate sending a letter to the retiring employee inviting them to select a gift to commemorate their retirement from among 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 the Workforce Development and Human Resources' 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 \$300.
 - 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 Information:
Related Documentation:
Next Review Date:
Revision History:

Exceptions

A Division Head may arrange for a farewell function for permanent or term employees who retire with less than 10 years of service.

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

Potential Retiree Report

In preparation for budget planning, in January of each year WDHR will provide division heads with a report of potential retirees during the upcoming fiscal year.

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 ongoing operational requirements. Permanent positions may be Full-time or Part-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 in duration and may be Full-time or Part-time of not less than one-half time.

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

N/A

June 2020

July 2016: New