

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.

Functional category	Human Resources
Parent policy	Compensation Policy
Approval date	June 10, 2024
Effective date	June 10, 2024
Procedure owner	Vice President, People, Culture & Equity
Procedure administrator	Manager, Talent Operations

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.

Procedure

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 are eligible to receive recognition for their long service with the college.
- Employees receiving Long Term Disability (LTD) benefits or who are on Maternity/ Adoption/ Parental leave that have reached a long service milestone will be recognized for their long service with the college upon their return to work. Employees on a Leave Without Pay will be recognized for their long service if they qualified for their long service milestone prior to going on Leave Without Pay.

Calculation of Long Service

- An employee's most recent 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. 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 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 Celebration

Employees will be recognized and celebrated throughout the year during the Q Awards for their area.

Definitions

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.

Related information

NorQuest College

- [Compensation Policy](#)

External

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

Next review date

July 2028

Revision history

Date	Version Number	Action
April 2014	V1	New.
November 2014	V2	Update for change in procedure owner.
August 2019	V3 (published as V2-C)	Compliance Office template & reorganization update.
August 2019	V4 (published as V3)	Minor revisions to process details.
November 2022	V5 (published as V4)	Adjustment to the calculation of long service, change to the 5-year gift, and removal of a formal college event.
June 2024	V6	Minor updates to department name and improved clarity in language.