

Policy Name	STAFF RECOGNITION		
Policy #	705	Category	HUMAN RESOURCES
Steward	Manager, Human Resources	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	

POLICY

The College values the contributions of our employees and recognizes staff for years of dedicated service. This policy will outline when and how staff will be recognized by the College for years of service working at the College.

PRINCIPLES

1. Employees will be recognized for their years of service based on eligibility (see Scope)
2. Employees may only be recognized once for each category
3. Recognition awards will be funded by the college

SCOPE

This policy applies to all active employees who have accumulated continuous and/or cumulative service.

For the purpose of this policy, the following criteria will determine eligibility:

- The Employee is active and has full-time or part-time continuous or cumulative service within a calendar year, provided there is no break in service. **Calendar year will be used when determining years of service.*

DEFINITIONS

Service

Length of employment with the College, calculated from the initial date of hire or re-hire at the College. Work that will not be considered “employment” for the purposes of this policy is as follows:

- Individuals hired on a contract-for-service basis
- Individuals working on campus while employed solely by another Institution (i.e. U of S)

- Break in Service** Occurs as a result of:
- a. Resignation
 - b. Retirement
 - c. Termination
 - d. Length of time between working days as follows:
 - Temporary, non-union employee: a break greater than 200 days
 - Temporary, union employee: a break greater than one year (365 days)
 - Permanent union employee: a break greater than three years

PROCEDURES

Long Service Awards

1. Employees will be recognized at the annual All Staff Event, based on years of service as of December 31 of the current year.
2. The College will recognize service in the five-year increments. See Staff Recognition Catalogue for list of gift options.
3. Gifts, Gift cards (excluding MasterCard and Visa gift cards), or a staff scholarship donation will be based on the following rates:
 - 5 Years: \$75
 - 10 Years: \$150
 - 15 Years: \$225
 - 20 Years: \$300
 - 25 Years: \$375
 - 30 Years: \$450
 - 35 Years: \$475
 - 40 Years: \$500
 - 45 Years: \$525

Retirement

1. Retirees will be recognized at the Annual All Staff Event
2. Human Resources will notify the retiree of gift options and send the invitation to the All Staff Event. Human Resources is responsible for purchasing the retiree gift from the College.
3. Employees may only receive a retirement gift once

**A media release including staff photos will be placed in local newspapers and on our website for staff recognition and retirement.

Miscellaneous Recognition

Legacy Parkland College

1. Notify the Human Resources Department if an employee experiences any of the following:
 - a. Death of an immediate family member
 - b. Employee hospital stay
 - c. Birth or adoption
 - d. Wedding
2. Staff voluntarily departing from Parkland College, may have supervisors or co-workers personally fund and organize a celebration to be held after working hours.

Legacy Cumberland College

1. The legacy Cumberland College Social Committee, which is self-funded, may organize internal employee initiatives for the following:
 - a. Death of immediate family member
 - b. Employee hospital stay
 - c. Birth or adoption
 - d. Retirement & resignation celebration
 - e. Wedding

Any Social Committee initiatives outside of the above list, must be reviewed by Management.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

N/A

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

www.cumberlandcollege.sk.ca – *Staff Orientation/Human Resources/Social Fund*

[Upclose & Personnel - Parkland](#) -*Human Resources/Staff Recognition*