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| Policy Name: | SERVICE AWARDS |  <p>coast mountain college</p> |
| Approved By: | President's Council | |
| Approval Date: | September 23, 2013 | |
| Next Scheduled Renewal Date: | August 2018 | |
| Policy Holder: | VP, Corporate Services | |
| Operational Lead: | Director, Human Resources | |
| Policy Number: | HMR-004 | |

SERVICE AWARDS POLICY

1.00 PURPOSE

- 1.1 To outline the policy related to the recognition of the long-term Service by College employees.

2.00 DEFINITIONS

- 2.1 **Service:** The length of employment with the College, calculated from the initial date of appointment at the College (initial hire date) for regular full-time employees and by the seniority list for auxiliary employees. Work that will not be considered as employment for the purposes of this policy is described as work:
- a) by persons who are paid on a contract-for-service basis, by honorarium or stipend
 - b) that results in receipt of a T4A rather than a T4
 - c) as a marker, model, reader, student aide, co-op student ,or others employed in a similar capacity.
- 2.2 **Break in Service:** Occurs as a result of:
- a) resignation
 - b) retirement
 - c) termination of employment for cause, or without right of recall
 - d) loss of seniority under the terms of an applicable collective agreement
 - e) leaves of absence due to long-term disability in excess of two years where an employee does not return to duty.

3.00 POLICY STATEMENTS

- 3.1 The College believes that recognizing the long service commitment of its employees provides benefits to the organization, including:
- a) retention of valued expertise
 - b) organizational stability and lower turnover

- c) creation of a positive and supportive work environment
- d) identification of role models and the opportunity to affirm a sense of community and shared purpose.

- 3.2 The College will recognize long-term service employees according to seniority commencing at 10 years of service, and in five-year increments thereafter.
- 3.3 For regular employees, the initial hire date shall be used to determine length of service. In the event of a break in service, a new initial hire date shall be established on the date of re-employment, and previous service shall not be counted:
 - a) For auxiliary employees, the Human Resources and Payroll Department will calculate service based upon the seniority lists generated under the provisions of the collective agreements.
 - b) The Human Resources and Payroll Department will calculate combined service time for employees who have served in more than one College union.
- 3.4 Leaves shall not be considered as service in accordance with the collective agreements.
- 3.5 Gifts will be presented to each employee to commemorate the benchmark dates, will be of increasing value for longer service, and will bear the College crest and the amount of service being recognized.
- 3.6 The gifts and their respective value will be determined and chosen by the College President & CEO or Delegate.
- 3.7 The gifts will be presented by the College President & CEO or Delegate, and the names of the recipients will be recorded in a public manner.
- 3.8 Length of service for the purpose of this policy is not intended to provide any additional benefit or entitlement other than that described herein and must not be construed to be consistent with or applicable as service as defined in relevant legislation, e.g., the *Pension Act*, collective agreements, terms of employment, contracts, or other policies.
- 3.9 On an annual basis by February 1st, the Human Resources and Payroll Department will generate a list of all employees who will reach the benchmark service dates on April 1st of that year (15, 20, 25, 30, 35 years). Retirements will be added February 1st and as they are declared thereafter.

4.00 RESPONSIBILITY

- 4.1 For inquiries relating to this policy, please contact the Human Resources and Payroll Department.

5.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 5.1 None

6.00 HISTORY

| Created/Revised/ Reviewed | Date | Author's Name and Role | Approved By |
|--------------------------------------|---------------|-------------------------------|---------------------|
| Created | Sept 23, 2013 | | President's Council |
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