



Policy

Title: Employee Awards

Policy Statement:

The Board values the long service and significant contributions of employees. Therefore, awards will be presented to employees who have reached service milestones, or have been nominated for their quality of service.

Approved: Original signed by the Chair of the Board
(Daniel Vandermeulen, Chair of the Board)

October 18, 2018
(Date)

Sponsorship: Human Resources

To Be Reviewed: 2023

Review and Revision Date(s): January 13, 2005; February 19, 2008; June 19, 2013;

First Approval Date: January 13, 2005

Stakeholders Consulted (Date):

Senior Management Team (February 19, 2002; May 21, 2002; June 18, 2002; August 19, 2003; January 6, 2005; January 13, 2005; January 28, 2008, May 24, 2013); Policy Review Committee (October 9, 2018); Council of Community Education Committees (June 18, 1990)

Reference to other Documents:

Human Resources Retirement and Long Service Awards Banquet Regulation

Definitions:

Long Service means long, continuous “service” with some allowance for breaks in service as defined below. Breaks in service to be considered include:

1. Paid and unpaid leave is counted providing the employee returns to work after the leave is completed.
2. An employee who resigns and returns may count the years of service prior to the

break along with current service, but only for a maximum of one break in service that does not exceed one year.

For long service calculations, the most recent, ongoing wage employment (without breaks) before becoming a continuous employee is included in the years of service.

A wage employee in a continuous position will have their years of service for long service calculations based on their start date.

Retirement means employees who retire from employment with Northern Lakes College after a minimum of five (5) years of continuous service.

Retiree is an employee that is eligible to retire and is age 55 or older with a minimum of five (5) years of service.

Guidelines:

1. Gifts for Long Service will be guided by the following table:

Years	Maximum Gift Value
5+	\$100.00
10+	\$200.00
15+	\$300.00
20+	\$400.00
25+	\$500.00
30+	\$600.00
35+	\$700.00

2. Retirees will receive a gift from the College in value of \$20 per year of employment after five (5) years with no cap.
3. Award programs for employee excellence may be offered at the discretion of the President and when such award programs are offered the criteria will be published for employees.
4. Canada Revenue Agency rules for taxation will be followed. Any tax liability to the employee as a result of their retirement gift/party will be paid by the employer on the employee's behalf through the "Gross-Up Formula" method to a maximum of half the amount shown above for the employee's years of service.