



Employee Awards Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

Policy Statement:

The Board of Governors 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 quality of service.

Sponsor:	Human Resources
Policy Owner:	Executive Director, Human Resources and Health & Safety
Policy Administrator:	Executive Director, Human Resources and Health & Safety
Approved By:	Board of Governors
Approval Date:	October 18, 2018
Effective Date:	October 18, 2018

Objective:	N/A																
Guidelines:	<p>1. Gifts for Long Service will be guided by the following table:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Years</th> <th>Maximum Gift Value</th> </tr> </thead> <tbody> <tr> <td>5+</td> <td>\$100.00</td> </tr> <tr> <td>10+</td> <td>\$200.00</td> </tr> <tr> <td>15+</td> <td>\$300.00</td> </tr> <tr> <td>20+</td> <td>\$400.00</td> </tr> <tr> <td>25+</td> <td>\$500.00</td> </tr> <tr> <td>30+</td> <td>\$600.00</td> </tr> <tr> <td>35+</td> <td>\$700.00</td> </tr> </tbody> </table> <p>2. Retirees will receive a gift from the College in value of \$20 per year of employment after five (5) years with no cap.</p> <p>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.</p> <p>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.</p>	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
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Definitions:	<p>Long Service means long, continuous "service" with some allowance for breaks in service as defined below. Breaks in service to be considered include:</p> <ol style="list-style-type: none"> 1. Paid and unpaid leave is counted providing the employee returns to work after the leave is completed. 																

	<p>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.</p> <p>For long service calculations, the most recent, ongoing wage employment (without breaks) before becoming a continuous employee is included in the years of service.</p> <p>A wage employee in a continuous position will have their years of service for long service calculations based on their start date.</p> <p>Retirement means employees who retire from employment with Northern Lakes College after a minimum of five (5) years of continuous service.</p> <p>Retiree is an employee that is eligible to retire and is age 55 or older with a minimum of five (5) years of service.</p>
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Related Northern Lakes College Documents:	Human Resources – Retirement and Long Service Awards Banquet Regulation
Related External Information:	N/A
Stakeholders Consulted:	Employee Management Advisory Committee: Oct 23, 2015 Policy Review Committee: Oct 9, 2018 Senior Management Team: Jan 13, 2005; Jan 28, 2008; May 24, 2013
Next Review Date:	October 18, 2023
Revision History:	January 13, 2005: New February 19, 2008 June 19, 2013 February 25, 2020: New template