



## EMPLOYEE RECOGNITION

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

<b>Category:</b>	G. People & Culture
<b>Policy Number:</b>	G07
<b>Approval Date:</b>	September 26, 2013
<b>Effective Date:</b>	September 26, 2013
<b>Policy Owner:</b>	Chief People & Culture Officer

<b>Objective:</b>	Olds College of Agriculture & Technology (the "College") recognizes that employees are the drivers to the College's future. The College acknowledges the dedication and loyalty of employees with long service and commends them for this service. The College also recognizes the service contributions of employees who retire or decide to leave the College.
<b>Policy:</b>	<p><b>Long Service Awards</b>            Long service awards will be presented at an Annual College Recognition Event. All College staff, their family members and friends as well as appropriate community members will be invited to attend. This event will be presided over by the President and the Board Chair. Awards to be presented may include Years of Service Recognition, Retirement, and other such recognitions as the College deems appropriate. Annually, the College will hold an event to recognize employees with long service.</p> <p><b>Service Recognition</b>            The College, through the Department/School, will contribute an amount toward the recognition of an employee who is retiring or leaving the College. The amount of the College's contribution will be based on the length of service at the College as outlined in the Procedures for Employee Recognition.</p> <p>The amount of departmental contribution for service recognition is outlined in the Procedures for Employee Recognition. The People &amp; Culture department will review the procedures on an annual basis and apprise Common Issues of recommended changes. The People &amp; Culture department will be responsible for the design, distribution and supply of necessary websites, forms and procedural directions pertaining to Long Service Awards and Service Recognition.</p>
<b>Definitions:</b>	
<b>Related Information:</b>	
<b>Related Procedures:</b>	G07 Employee Recognition Procedure

**Review Period:**

3 years

**Revision History:**

New: April 2007  
Revised: September 2013