

## EMPLOYEE RECOGNITION

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

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

<b>Overview:</b>	
<b>Procedures:</b>	<p><b>LONG SERVICE AWARDS</b></p> <p>This gift acknowledges employees' length of service with Olds College of Agriculture &amp; Technology (the "College") upon the completion of five years of continuous service and, thereafter at each five year interval of service.</p> <ol style="list-style-type: none"> <li>1. Service recognition in the form of a gift will be given to employees at each five year interval of service.</li> <li>2. Retirement awards will be presented to retiring employees in recognition and appreciation of their dedication, loyalty and past service.</li> <li>3. People &amp; Culture will be responsible for the establishment of appropriate awards for each category of service and will work to assure cost effective annual purchasing of the same.</li> <li>4. People &amp; Culture will be responsible for maintaining accurate employee service records and assisting with the organization of the presentation of all service awards. Service awards will be given to employees individually at an annual College Recognition Event.</li> <li>5. Temporary, part-time and contract employees will also be recognized as and when their service totals 5, 10, 15, 20, 25, 30, 35 or more years. People &amp; Culture records of time sheets will provide and confirm these totals.</li> <li>6. Employees who are in receipt of long-term disability benefits from the College's group insurance provider and who maintain their contributions to the pension and benefit plan through the period of their disability, will be entitled to receive service recognition awards.</li> </ol> <p><b>SERVICE RECOGNITION</b></p> <p>Upon retirement or resignation, this gift acknowledges employees' contribution to the College during the term of their employment.</p> <ol style="list-style-type: none"> <li>1. The amount of the College's contribution will be based on the length of service at the College as outlined in Number 2 below.</li> </ol>

<b>Definitions:</b>
<b>Related Information:</b>
<b>Review Period:</b>
<b>Revision History:</b>

<ol style="list-style-type: none"> <li>2. The College contributions toward a gift and/or an event organized for an employee are subject to budget and operational considerations, but will normally be as follows:             <ol style="list-style-type: none"> <li>a. For employees with less than ten years service, a gift and/or event valued up to \$100.00;</li> <li>b. For employees with ten to fourteen years service, a gift and/or event valued up to \$150.00;</li> <li>c. For employees with fifteen to twenty years service, a gift and/or event valued up to \$200.00;</li> <li>d. For employees with greater than twenty years service, a gift and/or event valued up to \$250.00.</li> </ol> </li> <li>3. The Canada Revenue Agency classifies gift cards as remuneration because they can be easily converted to cash. Payroll must be advised if a gift card is purchased such that the amount of the gift card can be reflected as a taxable benefit to the recipient.</li> <li>4. The gift and/or event organized to honour the employee in recognition of his/her service will be arranged by the Department/School of the employee and all costs will be paid by the Department/School.</li> </ol>
3 years
New: April 2007 Revised: September 2013