



Northlands College Policy

Long Service & Employee Retirement Recognition

POLICY STATEMENT

Northlands College has adopted this policy to ensure that our staff members are recognized for their achievements and loyal service to the College. Northlands College recognizes and values the efforts and accomplishments of our staff members, and the contributions they make towards the success of the College.

DEFINITIONS

Long Service – Recognition provided for a staff member that has provided the College with a long history of commitment, dedication and exceptional service, and has been with the organization for a period of 5, 10, 15, 20, 25, 30, 35 years as defined by seniority.

Retirement – Employees who are voluntarily leaving the organization and have reached an age consistent with his or her pension plan provisions and who have provided written notice of intent to retire.

PROCEDURE

Long Service

The following procedures have been provided for proper administration of the Years of Service Recognition Program:

- The recipients of this recognition will be presented with a visa gift card with the amount appropriate.
- A *Years of Service Ceremony* will be held at the staff in-service to celebrate staff members' milestone achievements falling within that year.

Budget Allocation for gift cards for long service will be based on the following:

5 years	\$ 50.00
10 years	\$100.00
15 years	\$150.00
20 years	\$200.00
25 years	\$250.00
30 years	\$300.00
35 years	\$500.00



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Retirement

The following procedures have been provided for proper administration of retirement recognition:

- The Campus Manager (in consultation with the social fund committee if applicable) will arrange a suitable function, such as a luncheon or reception, at which a gift will be presented to the retiring employee.
- The President & CEO and peers within the corresponding geographical area will be invited to the function.
- Recognition of service for retiring employees will be limited to employees with 10 or more years of service (as defined by seniority).

Budget allocations for gift cards for retirement will be based on the following:

10 – 19 years	\$150.00
20 – 29 years	\$250.00
30+ years	\$350.00

Policy Originated: January 16, 1992	Approved by: President & CEO
Last Approved: January 2018	Signature: 