



EMPLOYEE RECOGNITION

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| Administrator Responsible: | Associate Vice President, People, Equity & Inclusion |

POLICY

North Island College will recognize the contributions of its employees through formal and informal employee recognition activities.

PURPOSE

Employee recognition programs assist the College to recognize and reinforce the achievements and contributions of employees.

GUIDELINES

1. Formal Programs

Formal programs are designed to bring official acknowledgement to individual employees as well as to allow the College the opportunity to learn of and thank employees for service. Employees throughout the College are considered vital to the delivery of the College's mandate and, as such, formal recognition programs will include all employees. Most formal awards will be acknowledged at biannual employee receptions, with an invitation extended to all employees.

1.1 Length of Service Awards

Employees who have completed the equivalent of five (5) years of service, and each subsequent five (5) years of service thereafter, will be presented with a pin indicating the years of service at a biannual college-wide employee reception. Should an employee be unable to attend the college-wide reception, the pin will be presented at a meeting or activity within their department or division.

Employees recognized for twenty (20) or more years of service will also be invited by the College, through the Human Resources Division, to choose a quality gift bearing the North Island College logo.

All employees who have received a Length of Service pin will be mentioned at the biannual employee receptions.

Eligibility: All employees who have accumulated temporary, part-time and ongoing service without interruption of more than one (1) year.

1.2 Retirement Awards

Retiring employees will be honoured at the biannual employee receptions and presented with a non-cash gift valued up to a maximum of \$100 for up to and including ten (10) years of service and up to a maximum of \$150 for more than ten (10) years of service. Gifts will be purchased by immediate colleagues/ supervisors through the divisional budget. Colleagues may contribute to a retirees gift should they wish to do so. Costs incurred for travel to the biannual employee reception will be reimbursed for recipients as per the College travel policy.

Eligibility: Retiring North Island College employees who have reached the age of fifty-five (55) years or older and have completed at least five (5) years of service with no breaks greater than one (1) year.

2. Informal Programs

Informal programs provide additional means to thank and/or highlight the contributions of all employees.

2.1 Recognition of Employees through North Island College Publications

a. NIC Newsletter

The first NIC News to be published after the biannual employee reception will have a section that lists the employees recognized for the given year.

b. NIC Electronic Information Bulletin

The NIC Electronic Information Bulletin will list the employees recognized for a given year.

2.2 Seasonal Celebration

The President will host an annual seasonal celebration each December. While invitations to the event will be extended to all employees through an all-users email, travel costs will not be reimbursed.

2.3 Lunch with the President

Each year, an invitation will be extended to all new employees to attend lunch with the President. This will be an informal gathering on campus.

Eligibility: Those employed twelve (12) months prior to the luncheon.

Note: Procedures which accompany this policy can be found on the College's Intranet under the Human Resources Division.