

4.7.1 Employee Recognition Program

A. Long Service Recognition

A.1. College of the Rockies will annually recognize regular and non-regular employees who have completed ten, fifteen, twenty, twenty-five and thirty years of service.

A.2 Definition - Long Service

A.2.1 Regular (full-time, part-time and sessional) employees and non-regular (full-time, part-time) employees (CUPE, Faculty, Mgmt., Contract) will have their years of service with the College confirmed.

A.3 Years of Service

A.3.1 Years of service for regular employees will include any non-regular employment commencing with their original date of hire (first day worked) with the College.

A.3.2 Years of service for non-regular part-time employees will be confirmed as follows:

Faculty UT/CT	For every 10 sections, one year of service will be counted.
Faculty Vocational	For every 1442 paid hours (equiv. to 206 duty days @ 7hrs/day), one year of service will be counted,
CUPE, Mgmt.& Contract	For every 1820 paid hours, one year of service will be counted

A.3.3 It is the responsibility of the CORFA Executive and CUPE Executive to canvas their respective non-regular part-time employees to self identify if they believe they are eligible for a long service award.

A.4 Date of Hire

A.4.1 An employee's hire date will remain constant provided there is no break in service from the College of longer than two years. An approved leave will not count as a break in service. The first two years of a regular employee's Long Term Disability claim will not count as a break in service.

A.4.2 In the event there is a break in service of longer than two years, a new hire date for the purpose of long service will be confirmed for that employee.

A.4.2.1	a) <u>Less Than Two Year Break in Service</u> Original Non-Regular Hire Date Break in Service (Feb. 93 to Apr.15/94) Continuing Non-Regular Hire Date Hire date as a Regular Years of Long Service as of 2002	June 1, 1992 Less than 2 years April 16, 1994 March 3, 1996 10 years
	b) <u>More Than Two Year Break in Service</u> Original Non-Regular Hire Date Break in Service (Feb. 94 to Apr.15/96) Hire date as a Regular Years of Long Service as of 2002	June 1, 1992 More than 2 years April 16, 1996 6 years

A.4.3 The method to determine long service for regular and non-regular employees is for the sole use of long service awards and has no application to any collective agreement references to service.

A.5 Forms of Recognition

A.5.1 Dinner:

A.5.1.1 Long service recipients will be recognized at an annual dinner hosted by the President’s Office.

A.5.2 Pin:

A.5.2.1 Long service employees who have completed ten, fifteen, twenty, twenty-five*, and thirty* years’ of service will be presented with:
 - a certificate signed by the COTR President and the COTR Board Chair; and
 - a COTR lapel pin indicating the number of years served;

A.5.3 Gift:

A.5.3.1 Long service employees attaining specific milestones shall also be recognized for their commitment to the College, with a gift valued as follows:
 a. at 15 years of service: \$ 50
 b. at 20 years of service: \$100
 c. at 25 years of service: \$150
 d. at 30 years of service: \$200
 e. at 35 years of service: \$250

A.5.3.2 The College will identify 3-4 different gifts that fall within each of the above guidelines. The gifts will be available through the COTR Bookstore. Employees may chose a gift based on their years of service as per A.5.3.1. There will be no exceptions.

A.5.4 Service Wall:

A.5.4.1 Long service employees who have completed twenty-five*, thirty* and thirty-five* years of service will also have their name and years of service engraved on a plate; the plate will be placed on a specially designed *Service Wall* in the Lecture Theatre.

B. Retirement Recognition

- B.1 College of the Rockies will annually recognize regular retiring employees who have (during the first year of implementation commencing January 1st to June 30th and thereafter between July 1st and June 30th of each subsequent year) reached the age of 55 years or older and will no longer be working for COTR.
- B.1.1 Term service will be included where there has been no break-in-service prior to regularization.

B.2 Form of Recognition

- B.2.1 Retiring employees will be recognized at an annual dinner hosted by the President's Office.
- B.2.2 Retiring employees will receive from the College:
- a certificate signed by the COTR President and COTR Board Chair; and
- a College of the Rockies' vest or jacket. The Human Resources Department shall be responsible for determining the product standard/value.
- B.2.3 College of the Rockies recognizes the continuing contributions that retirees can share with the COTR community and will encourage these ambassadors to participate in special events on campus and in community relations and fundraising.

C. Annual Dinner

- C.1 The President's Office will host an annual dinner to recognize long service recipients and retirees. The College's Communication and Marketing Department will organize the annual dinner. The Human Resource Development Department will compile the list of long service recipients and retirees.
- C.2 The annual dinner will normally take place no later than June of each year.
- C.3 Regional campus long service award recipients and retiring employees who choose to attend the annual dinner in Cranbrook will receive up to a maximum of \$80.00 to assist with travel related costs such as hotel, mileage, etc.
- C.4. Complimentary dinner invitations will be sent to long service award recipients. Complimentary dinner invitations will be sent to retiring employees and one guest. All other COTR employees, previous COTR retirees, and spouses/partners will have an opportunity to purchase dinner tickets.
- C.5 The President will make the presentation of long service awards. The appropriate Dean/Manager will present the retirement gift and be asked to recognize the accomplishments and contributions of the retiree.

D. Photographs/Newsletter

- D.1 Professional group photographs will be taken for each long service award category. All long service recipients will receive an individual copy of their group photo.
- D.2 A professional group photograph will be taken of retirees. All retiring employees will receive an individual copy of the group photo.
- D.3 A special *Employee Recognition Newsletter* will be produced and distributed throughout the College community congratulating all long service recipients and retiring employees.

E. Records

- E.1 It will be the responsibility of retirees to provide updated address information to the Human Resource Development Department.

F. Employee Group Gift Recognition

- F.1 The College of the Rockies Employee Group Gift Fund will recognize regular employees, term employees that have over one year of continuous service and employees that have had at least one term assignment and 12 months of service for the occasions listed below on behalf of all employee groups within the College.
- F.2 Group gift recognition will be funded and administered through the College's three employee groups:
 - CUPE Local 2773
 - College of the Rockies Faculty Association (CORFA)
 - Management Group
- F.2.1 On March 31 of each year a reconciliation of the years expenses will be done and based on the number of employees within each group the expenses for the year will be pro-rated amongst the "employee groups".
- F.3 The department and employee group of which the gift recipient is a member will initiate the purchase of the gift and will submit the invoice to their group gift fund representative for payment or reimbursement.
- F.4 The following guidelines will assist all departments and employee in defining appropriate occasions and donation levels (*subject to review*):

Funerals - Up to **\$60.00 per employee** for the following family members:
Parents, spouse (including common-law), common-law children, common-law parents-in-law, brother, sister, child, step-child, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, grandchild or any person living in the same household.

Cards only for other family members.

Hospitalization of Staff Members - Up to \$60.00

Babies of Staff Members - Up to \$60.00

Farewell of Staff Members

Over 1 to 3 years of service	\$75.00
3+ to 8 years of service	\$120.00
8+ to 13 years of service	\$225.00
13+ to 20 years of service	\$300.00
20+ years of service	\$375.00

The following approvals are applicable to Sections A through E above:

Issue Date:		Concerning:	All Employees	
Amendment	April 13, 2011			
Manager Approval:	<i>Original signed by Denis Kielly</i>	Title: Director, HRD	Date: Jan 2011	
ExCOM Approval:	<i>Original signed by Nick Rubidge</i>	Title: President/CEO:	Date: Jan 2011	