



Medicine Hat College Policy EMPLOYEE RECOGNITION

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| Policy #: | HR-02 |
| Policy Authority: | Human Resources Director |
| Executive Sponsor: | Vice President – Administration and Finance |
| Approved by: | President |
| Effective Date: | 02/22/2016 |
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| Frequency of Review: | every 5 years |

1. POLICY OBJECTIVE

Medicine Hat College (MHC) acknowledges that people are its primary resource at the College. Employee efforts, performance, service, and outstanding achievements will be recognized on a formal or informal basis. These are MHC's internal awards for the purposes of our internal audience.

2. POLICY SCOPE

The policy applies to all employees of MHC.

3. PRINCIPLES

3.1 RECOGNIZING PERFORMANCE

Recognition should be appropriate to the situation and rewards for recognition can take many forms, ranging from a thank-you card, a letter signed by the President, and formal notification sent to the Board of Governors. Monetary rewards must have approval from Human Resources. Reasonable and customary expenses are borne by the department and/or division in which the employee(s) is/are employed and must be in compliance with all other related college policies (e.g. Hosting Expenses Policy).

3.2 RECOGNIZING EMPLOYMENT SERVICE

The College formally recognizes specific service “milestones” that are characterized by an on-going commitment between the College and an individual employee.

The College acknowledges the employees at a formal celebration held annually. Invitations are extended to the eligible employee and their guest, applicable supervisory/managerial staff, and a representative(s) from the Board of Governors, MHC Faculty Association, and Alberta Union of Provincial Employees (AUPE) local, as well as all employees.

Employment Service

Employment service is formally recognized for on-going employment in 5-year increments from the year of hire and continue for each consecutive 5th year thereafter.

Employee Eligibility

Employees who have been employed on a full-time, part-time or recurring seasonal basis without a break in service due to retirement or resignation will be eligible for the employment service award. All faculty, support staff, management/excluded staff, and conservatory staff are eligible. Years of service will include approved leaves of absence and applicable seasonal layoffs during on-going employment commitments.

3.3 RECOGNIZING RETIRING EMPLOYEES

The College formally recognizes employees who are retiring from a continuous employment commitment with a gift.

The College honours its retirees at a formal celebration held annually. Invitations are extended to the eligible employee and their guest, applicable supervisory/managerial staff, and a representative(s) from the Board of Governors, MHC Faculty Association, the AUPE local, as well as all employees.

Employee Eligibility

The criteria for formal College recognition of an employee's retirement includes:

- a) all faculty, support staff, management/excluded staff, and conservatory staff; and,
- b) the employee must be at least 55 years of age and have been employed for at least 10 continuous years at the time of retirement.

3.4 AWARDS AND ADMINISTRATION OF EMPLOYMENT SERVICE AND RETIREMENT PROGRAMS

The Human Resources department shall coordinate administration of the employment service and retirement programs. This includes recommending appropriate programs to the College President, assessment of employee eligibility, recommending appropriate gifts/awards, recommending changes for gift/awards/programs, the taxation status of the gift/award, and the coordination of the formal event. Employment service awards and retirement awards will be allocated in accordance with Canada Revenue Agency's "Gifts, awards, and long-service awards" guidelines.

If an employee retires in the same year of an employment service award, the employee will be recognized as both a retiree and long service recipient.

Individual departments/divisions may choose to provide further recognition, at no additional cost to the college.

3.5 **OTHER EMPLOYEE RECOGNITION**

MHC wishes to acknowledge its support to College employees. In the event of a death of an employee's immediate family member, or an employee requires hospitalization, it is the responsibility of that employee's department/division to notify the President's office. The President's office will coordinate for a reasonable gift or donation which will be considered the college's official recognition. At the discretion of the President, the College may recognize certain professional occasions.

Individual departments/divisions may choose to provide further recognition, at no additional cost to the College.

4. **RESPONSIBILITIES**

Supervisors will provide leadership to encourage and promote MHC's Employee Recognition program, specifically with respect to 3.1.

Employees are encouraged to recognize and acknowledge individual and/or group action(s) that demonstrate(s) positive morale, excellent work performance, and the promotion of 'learner-centered' service.

The Human Resources department shall be responsible for the coordination and administration of this policy.

5. **APPLICABLE LEGISLATION/REGULATIONS**

Canada Revenue Agency – *Gifts, awards, and long service awards guidelines*

6. **RELATED POLICIES**

4.13: Hosting Expenses Policy

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Denise Henning
President and CEO

Date: February 22, 2016

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Wayne Resch
Vice-President, Administration and Finance

Date: February 22, 2016

DOCUMENT HISTORY

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