



Medicine Hat College Policy EMPLOYEE RECOGNITION OF SERVICE AND RETIREMENT AWARDS

Policy #:	HR-02
Policy Authority:	Director, Human Resources
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and CEO
Effective Date:	May 11, 2022
Next Mandatory Review Date:	May 11, 2027
Frequency of Review:	Every 5 years

1. OBJECTIVE

This policy provides a consistent protocol for recognizing employee service and retirements at Medicine Hat College (MHC).

2. SCOPE

The policy applies to all employees of MHC.

3. PRINCIPLES

3.1 MHC acknowledges that people are its primary resource.

3.2 MHC values and appreciates dedicated service by its employees and is committed to recognizing their valuable contributions.

4. DIRECTIVES

4.1 The college recognizes specific service 'milestones' that are characterized by an on-going commitment between the college and an individual employee.

4.2 Employment service is recognized for on-going employment in five-year increments from the year of hire and continue for each consecutive fifth year thereafter.

4.3 Faculty, support staff, management, and excluded staff who are employed in an on-going full-time, part-time, sessional, or recurring seasonal appointment type, without a break in service due to resignation, retirement, or termination, will be eligible. Years of service will include approved leaves of absence and applicable layoffs during on-going employment commitments.

4.4 The college recognizes eligible employees who are retiring from a continuous employment commitment with a gift.

4.5 The criteria to qualify as an eligible college retiree includes
a) faculty, support staff, management, and excluded staff, and
b) the employee must be at least 55 years of age and have been employed for at least ten continuous years at the time of retirement.

- 4.6 Employment recognition service awards and retirement awards will be allocated in accordance with Canada Revenue Agency's 'Gifts, awards, and long-service awards' guidelines.
- 4.7 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.
- 4.8 Individual departments/divisions may choose to provide further recognition, at no additional cost to the college.

5. RESPONSIBILITIES

Human Resources is responsible for the coordination and administration of this policy.

6. APPLICABLE LEGISLATION/REGULATIONS

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

7. RELATED POLICIES

- 4.13 Hosting Expenses Policy
- HS-03 Alcohol Management

ORIGINAL COPY SIGNED

Kevin Shufflebotham
President and CEO

Date: May 11, 2022

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and
Finance

Date: May 11, 2022

DOCUMENT HISTORY

February 2016	Revised policy approved
May 2022	Revised policy approved