

Policy History
<b>Policy No.</b> HR6
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> President
<b>Effective Date:</b> April 2005

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## Service Recognition Policy

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### PURPOSE:

To establish criteria for formal recognition of employee service at Kwantlen Polytechnic University.

### SCOPE:

All Kwantlen Polytechnic University employees.

### POLICY

1. The University will formally recognize the service contributions of employees who have accumulated full-time equivalent service as outlined below.
2. The University will not be responsible for Departmental events; these events, if held, will be funded by employee contribution.

### PROCEDURES

#### 1. *Service Recognition*

Employees who have accumulated the equivalent of 10 years, 15 years, 20 years and each subsequent five years of full-time service with Kwantlen Polytechnic University or with Douglas College prior to, and continuous with the 1981 separation of the two institutions, will be honoured at an Annual Reception hosted by the University.

#### 2. *Recognition on Retirement*

- a. Regular employees retiring at age 55 or older may be honoured at an Annual Reception hosted by the University.
- b. Regular employees, retiring at age 55 or older, who have accumulated the equivalent of 10 years' full-time service may receive the official College gift. This does not apply to employees who leave Kwantlen to continue their careers with other organizations.

- c. Regular employees, retiring at age 55 or older, who have accumulated less than the equivalent of 10 years' full-time service, but more than the equivalent of five years' full-time service, may receive a gift valued up to \$100.00.
- d. The supervisor will be responsible for requesting the above recognition, where appropriate.

**3. *Annual Reception***

- a. Responsibility for co-ordinating the appropriate arrangements shall be assigned to a committee of employees. Funds will be allocated to the committee for this purpose and monitored by the Associate Vice President, Strategic Services.
  - b. The Annual Reception will normally take place no later than April of each year.
  - c. Employees retiring in the previous calendar year may be recognized at the Annual Reception.
  - d. Invitations may be extended to all employees of the University including former employees who have retired under this policy, members of the Board of Governors and special guests as designated by the President.
  - e. It is the responsibility of retirees to provide updated address information to Human Resource Services.
1. Other service recognition is at the discretion of the President's Group.