



NORTHERN LIGHTS COLLEGE

Employee Recognition

Policy Number:	H-1.06
Category:	Human Resources
Effective Date:	December 11, 2015
Approval Process:	Administrative Policies
Approval Date:	December 11, 2015
Date Last Reviewed:	November 2010

POLICY

Northern Lights College values and appreciates the dedicated service of its employees and wishes to recognize their contribution through Service Awards and presentations.

PURPOSE

To recognize long serving employees, resigning and retiring employees and employees experiencing bereavement or illness.

SCOPE

Applies to all regular Northern Lights College employees recognized in the categories listed within this policy.

PROCEDURE

1. SERVICE AWARDS

Northern Lights College recognizes personnel who have worked for the College for a minimum of five (5) years and subsequent five year increments thereafter by issuing service awards and certificates. Service will be calculated from the date of hire. Eligibility will be based on full years of service completed as of December 31st of each year. Eligible personnel will be recognized for years of service annually in February by a College Administrator at an appropriate event. Each service award will include a prepaid credit card (e.g. Visa) with a maximum value as follows:

- **Five Years** – \$100 value
- **Ten Years** – \$150 value
- **Fifteen years** – \$250 value
- **Twenty Years** – \$350 value
- **Twenty Five Years** – \$450 value
- **Thirty Years** – \$550 value

2. RETIRING EMPLOYEES

Personnel who retire and have been employed by Northern Lights College for five (5) years or more shall be recognized in the following manner:

- Presentation of a prepaid credit card to a maximum value of \$550.00.
- Campus areas may provide a going-away event. The College contributes \$15.00/person (to a maximum of \$500.00) to the costs of a small event to which all employees at the local campus are invited. If the campus hosts a larger event, they charge a fee per person.

3. GIFT FUND (if applicable)

A Campus Gift Fund is overseen by a volunteer committee at each location. The committee oversees the spending and reviews the rules regarding allocations for gifts. Participation in a Gift Fund is voluntary. If a regular employee wishes to participate in his/her local Gift Fund, deductions will be made from the monthly payroll. Temporary employees are not eligible to participate in the monthly payroll plan.

Because the campus gift funds are controlled by volunteers from the group of participating employees, their accountability is to the participating employees and there is no intent for this administrative guideline to interfere with that independence.

STAKEHOLDERS

All regular Northern Lights College employees.

RELATED POLICIES AND REFERENCES

Early Retirement

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	February 1998		
Revised	November 2010	Dir. Of Human Resources	Administration Committee
Revised	December 2015	Ex. Dir. Of Human Res.	Policy Committee

Next Scheduled Review Date

December 2020