

PROCEDURES FOR STAFF EMPLOYEE SERVICE AWARD

Issued On: January 1, 2006 [Approved by the Principal]

The purpose of this procedure is to recognize and reward the service of staff employees at milestones in their careers through a uniform and consistent recognition program. The College will award certificates and a gift, as appropriate, to identify and recognize employees' years of service.

1. All full-time, part-time and contracted staff employees (union and non-union) of Huron University College who have at least five years of continuous service to the College will be eligible to participate in the staff employee service award.
2. Years of service will be counted from the date of hire when an employee commences employment with the College, regardless of the type of appointment, i.e. full-time, part-time or contract.
3. The service awards earned by eligible employees in a calendar year will be given out annually at the staff Christmas lunch held in December of each year.
4. As a guideline, staff employees who complete the following years of service will be recognized by being awarded the following:

5 years of service	- Recognition Certificate + Gift
10 years of service	- Recognition Certificate + Gift
15 years of service	- Recognition Certificate + Gift
20 years of service	- Recognition Certificate + Gift
25 years of service	- Recognition Certificate + Gift
30 years of service	- Recognition Certificate + Gift
35 years of service	- Recognition Certificate + Gift + \$50 additional increment
and every five year	in the price of the gift for each additional five years
service increment	of service
thereafter	

To honour our staff employees' valuable years of service at the Huron University College, a staff employee will, in the academic year that he/she attains his/her milestone years of 20, 25, 30, and above years of accumulated service, be invited to attend the annual Executive Board dinner held in June with his/her spouse/partner.

5. The Executive Assistant to the Principal will be responsible for managing the staff employee service awards program and for purchasing the staff awards.