

**Title:** LONG SERVICE AWARDS  
**Policy No.** D1001  
**Category:** Human Resources

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## 1. PURPOSE

To outline the policies and procedures related to the recognition of the long-term service of College employees.

## 2. DEFINITIONS

**Service:** is defined as the length of employment with Langara College, calculated from the initial date of appointment at Langara College (initial hire date). The work that will not be considered as “employment” for the purposes of this policy is described as follows:

- a. Work by persons who are paid on a contract-for-service basis, by honorarium or stipend;
- b. Work that result in receipt of a T4A rather than a T4;
- c. Work as a marker, model, reader, student aide, SWAP student, Co-op student or auxiliary instructor, and others employed in a similar capacity.

**Break in Service:** a break in service occurs as a result of:

- a. Resignation;
- b. Retirement;
- c. Termination of employment for cause, or without right of recall;
- d. Loss of seniority under the terms of the applicable collective agreement, or two consecutive years without employment whichever is less;
- e. Leaves of absence due to long-term disability in excess of two years, where an employee does not return to duty.

## 3. POLICY

- 3.1 The College believes that recognizing the long service commitment of its regular/permanent employees provides benefits to the organization, including:
  - a. Retention of valued expertise;
  - b. Organizational stability and lower turnover;
  - c. The creation of a positive and supportive work environment; and

- d. The identification of role models and the opportunity to affirm a sense of community and shared purpose.
- 3.2 The College will recognize regular/permanent employees with long-term service commencing at 15 years of service, and in five (5) year increments thereafter.
- 3.3 The initial hire date shall be used to determine length of service. In the event of a break in service, a new initial hire date shall be established on the date of re-employment, and previous service shall not be counted.
- 3.4 Approved leaves shall be considered as service, Long-term Disability leave exceeding two (2) years will be considered as service when an employee returns to duty.
- 3.5 Gifts will be presented to each employee to commemorate the benchmark dates and will be of increasing value for longer service, and will bear the College Crest and the amount of service being recognized. The gifts and their respective value will be determined and chosen by the College President or delegate.
- 3.6 Length of service for the purpose of this policy is not intended to provide any additional benefit or entitlement other than that described herein and must not be construed to be consistent with or applicable as service as defined in relevant legislation, that is the Pension Act, or Collective Agreements, Terms of Employment, contracts or other policies.
- 3.7 On an annual basis by February 1, the Human Resources Department will generate a list of all employees who will reach the benchmark service dates on April 1 of that year (15, 20, 25, 30, 35 years etc.).
- 3.8 The gifts will be presented by the College President or delegate, and the names of the recipients will be recorded in a public manner.

#### **4. RESPONSIBILITY**

For inquiries relating to this policy, please contact the Human Resources Department.

Amended: February 12, 2013

Approved: January 27, 2004