

<b>Title</b>	<b>Milestone Recognition Program</b>
<b>Number</b>	<b>D1001</b>
<b>Category</b>	<b>Human Resources</b>

## 1. PURPOSE

To recognize and celebrate employees who reach a milestone number of years of service at Langara College.

## 2. DEFINITIONS

**Company Service Date** – the date an employee begins a permanent, regular, or temporary appointment at Langara College.

**Employee** – an individual actively employed on a permanent, regular, or temporary basis and paid by the College to provide services on its behalf except for casual, auxiliary, or student employees.

**Service** – the number of years and months of employment with Langara College calculated from the employee’s Company Service Date. Note that the calculation of service for the Milestone Recognition Program is not applicable to any other benefit or program.

## 3. POLICY

### 3.1 Program Rules and Regulations

- 3.1.1 The College recognizes employees when they reach five (5) years of service and then in five (5) year increments thereafter.
- 3.1.2 On an annual basis, People and Culture will host a Milestone Recognition Event to celebrate all employees who reached a milestone during the previous year (June 1 to May 31). Recipients, their immediate leader, and the Langara Leadership Team are invited.
- 3.1.3 On an annual basis, People and Culture publishes internally a list of employees who reached a milestone during the previous year.
- 3.1.4 Awards are distributed to employees monthly during the month employees reach a milestone. The annual recognition budget and award values are subject to change and gift selection may vary depending upon availability. The award values and selections will be published annually on the People and Culture SharePoint site.

**3.2 Exceptions to Service Calculations**

- 3.2.1 Approved leaves that are shorter than two (2) years in duration shall be included as service upon return from leave. Any other leaves shall not be included as service for the purposes of the Program.
- 3.2.2 Long-term disability leave exceeding two (2) years shall be included as service when an employee returns to duty.
- 3.2.3 The following durations will not be considered as service for the purposes of this Program:
  - Time spent while paid on a contract-for-service basis, including when paid by honorarium or stipend.
  - Time spent as a casual employee, student worker, auxiliary instructor, or other similar capacity.
- 3.2.4 Upon a break in service, a new Company Service Date shall be calculated upon the date of re-employment. Previous service shall not be considered for the purpose of this Program. A break in service occurs because of any of the following:
  - Resignation
  - Retirement
  - Termination of employment for cause or without right of recall
  - Loss of seniority under the terms of the applicable collective agreement or two (2) consecutive years without employment, whichever is less
  - Leaves of absence greater than two (2) years plus a day
  - Leaves of absence due to long-term disability of more than two (2) years, where an employee does not return to duty
  - Inactivity as a Continuing Studies instructor (i.e. do not receive a contract) greater than one (1) year.

**4. RESPONSIBILITY**

For inquiries relating to this Program, contact the Vice-President, People and Culture.

**5. REGULATIONS/PROCEDURES**

Not applicable.

<b>History/Revision</b>	
Origination Date	January 27, 2004 (as Long Service Awards)
Amendment Date(s)	November 15, 2022 February 12, 2013
Next Review Date	November 15, 2025