



**EMPLOYEE RECOGNITION –
LONG-TERM SERVICE POLICY**

Policy Type:	Institutional	Initially Approved:	December 02, 2015
Policy Sponsor:	VP Administration	Last Revised:	January 03, 2020
Primary Contact:	Human Resources	Review Scheduled:	January 2025
Approver:	President and CEO		

A. INTENT

The Alberta University of the Arts (AUArts) is committed to creating a stronger community by recognizing and annually celebrating the achievement of long-term service milestones by faculty and staff as well as recognizing long-serving employees upon their voluntary departure from the University.

B. SCOPE

This policy applies to all permanent and sessional faculty and regular staff of AUArts.

C. POLICY STATEMENT

1. Policy

- 1.1 AUArts shall value the unique expertise of long-term employees.
- 1.2 AUArts shall create a strong culture of recognition and will celebrate the service, contributions and accomplishments of all employees.
- 1.3 AUArts shall articulate the relationship between committed, engaged employees and the success of AUArts.
- 1.4 AUArts shall show appreciation of long-term employees’ years of service.
- 1.5 AUArts shall ensure that the personal information and privacy of all employees is protected in accordance with the Freedom of Information and Protection of Privacy Act.

2. General

- 2.1 Long-Term Leaving and Long-Term Service milestones shall be publicly recognized with the agreement of the employee and shall be based on the employee’s service anniversary date as it falls within that calendar year.
- 2.2 Service anniversaries shall be calculated in consideration of substantive breaks in employment and any leaves without pay.
- 2.3 Service anniversary dates shall be calculated from July 1, 1985, aligning with the designation of AUArts as an autonomous post-secondary institution.

- 2.4 Recognition eligibility will be calculated based on the calendar year (January 1-December 31). Any employee with a service anniversary date falling within the calendar year will normally be recognized at the annual event within the same calendar year.
- 2.5 Celebrations to recognize Long-Term Service milestones will take place once per fiscal year at a University event, normally to be held on or before the end of the Fall semester.
- 2.6 AUArts celebrations to recognize Long-Term Leaving Employees will take place once per fiscal year at a University event, normally to be held on or before the annual student convocation.
- 2.7 Notice of up-coming departures will be accepted through the office of Human Resources until March 15th of any given year for Long-Term Leaving recognition at the annual event.
- 2.8 In order to receive a recognition award as listed below, employees need to be actively on payroll for the fiscal year in which they are being recognized. Awards as outlined below are considered a taxable benefit from employment.
- 2.9 Awards will be funded in the amounts as outlined below, and will normally be paid through payroll:

LONG-TERM LEAVING RECOGNITION		
Years of Service	Amount for Full-Time Employee	Amount for Part-Time Employee
10 – 14	\$250.00	\$125.00
15 – 19	\$500.00	\$250.00
20 – 24	\$750.00	\$375.00
25+	\$1000.00	\$500.00
LONG TERM SERVICE MILESTONE RECOGNITION		
Service Anniversary Milestone	Amount for Full-Time Employee	Amount for Part-Time Employee/Sessional Faculty
5	\$100.00	\$50.00
10	\$200.00	\$100.00
15	\$300.00	\$150.00
20	\$400.00	\$200.00
25	\$500.00	\$250.00
30	\$750.00	\$350.00
35	\$1000.00	\$500.00

D. DEFINITIONS

Long-Term Leaving Employee: A designation for continuous permanent or regular employees who have been employed at AUArts for ten (10) years or more and are in good standing at the time of their voluntary termination of employment from the University.

Long-Term Service: Continuous employment at AUArts of five (5) or more years as a permanent or sessional faculty member or regular part-time or full-time staff member. Sessional faculty achieve Long-Term Employee status regardless of the number of courses taught and will be recognized as part-time employees.

Continuous Service:

- a) For sessional faculty: continuous service, as it applies to this procedure, is defined as having a valid engagement letter for continuous academic years regardless of the number of courses taught within these academic years. Faculty with a break in service of one (1) semester or more between engagement letters will not have their prior service recognized.
- b) For permanent faculty or regular employees: continuous service, as it applies to this procedure, is defined as continuous employment without any breaks in service. Employees with a break in service greater than three (3) months will not have any prior service recognized.

E. RELATED LEGISLATION

- Post-secondary Learning Act

F. RELATED DOCUMENTS

- 100. Board of Governors: Code of Conduct

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)