

TITLE: RECOGNITION OF STAFF

POLICY STATEMENT:

Red Deer College will celebrate excellence, honour long service contributions and recognize departing colleagues through specific events and symbolic gifts.

PURPOSE:

To provide explicit recognition and appreciation for the dedication of staff. To acknowledge that the success of the college depends upon the engagement and expertise of all members of the RDC learning community.

SCOPE:

Recognition of staff members at Red Deer College includes:

- Staff Recognition Program
- Long Term Service Awards: 10, 15, 20, 25, 30, and 35 years of service
- A Formal Celebration to honour all Retirees as well as Colleagues leaving the college with 10 years or more of service.
- An Informal Celebration for all Departing Colleagues

PRINCIPLES:

1. The Staff Recognition Program will be reviewed on an annual basis.
2. Staff recognition awards will be open to all faculty and staff.
3. Staff recognition awards will be judged by a mixed peer committee.
4. Long term service awards will be offered in 5 year increments after 10 years.
5. All departing colleagues will be recognized.

DEFINITION:

Retirees are those employees who have resigned and have applied to receive pension benefits after employment ends (includes deferral decisions).

PROCEDURE:

A. STAFF RECOGNITION PROGRAM:

The Human Resources Office annually reviews the Staff Recognition program and award selection processes. Changes are recommended to the Service Council of the College.

The Human Resources Office facilitates and promotes formal recognition annually and informal recognition throughout the year as per the following categories:

1. Award of Excellence

Up to three (3) Awards of Excellence will be given for outstanding contribution to the success of Red Deer College through service provision, instruction, innovation, academic scholarship, or community involvement. Recipients will receive a cash award of \$1,000.00.

2. Contributors of the Month

Up to three (3) names will be drawn from those nominated each month for contributions over and above the normal expectations of their role. Recipients will be given \$100.00 to be used towards a selection of College amenities.

3. Appreciation Cards

Appreciation cards will be placed strategically throughout the College to allow colleagues the opportunity to write personal notes of appreciation to other staff for their support and assistance.

B. LONG TERM SERVICE AWARDS:

Long Term Service Recognition at Red Deer College is offered in 5 year increments after 10 years of service.

Human Resources generates a list of the part-time and full-time employees eligible for these awards as of June 30, based on the year the employee started with Red Deer College (e.g. an employee who starts anytime in 1992 will achieve their 10th year of service in 2002).

A long term service awards celebration is held *annually*.

Awards:

Eligible recipients will have a choice in the symbolic mementos/gifts associated with these recognition awards:

Choice 1: Pewter (traditional recognition item):

- 10 year one Pewter wine goblet
- 15 year one Pewter wine goblet
- 20 year two Pewter wine goblets
- 25 year one pair engraved Pewter candlestick holders
- 30 year Pewter valued at \$125.00
- 35 year Pewter valued at \$150.00

(item includes engraving and gift wrapping)

OR

Choice 2: Symbolic gift item from the gift catalogue available at the Red Deer College Bookstore:

- 10 & 15 years engraved gift valued at \$45
- 20 years engraved gift valued at \$75
- 25 & 30 years engraved gift valued at \$125
- 35 years engraved gift valued at \$150

OR

Choice 3: Contribution to an existing Red Deer College endowment of your choice.

- 10 & 15 years Value \$45.00
- 20 years Value \$75.00
- 25 and 30 years Value \$125.00
- 35 years Value \$150.00

C. RECOGNITION OF DEPARTING COLLEAGUES

1. School/Department Celebrations

Each School/Department may plan informal celebrations for their departing colleagues.

Schools/Departments may access College funds to recognize employees who have worked at the College for more than five years according to the following schedule:

- 5 – 9 years \$100.00
- 10 – 15 years \$250.00
- 16 – 20 years \$500.00
- 20+ years \$750.00

School/Department managers or Associate Deans should consult with their colleague regarding their interests and then purchase a gift or a gift certificate for a specific memento of their time at the college. Monetary gifts are not acceptable. The School/Department then contacts Human Resources for reimbursement for the cost of the gift.

2. College Wide Celebration

An open format college celebration will be held in the *spring* to honour all departing colleagues regardless of length of service.

3. Formal Celebration to Honour All Retirees as well as Departing Colleagues with 10 or more Years of Service

A formal retirement dinner will be held in June of each year. This dinner will be open to those being honoured and their families, as well as to colleagues who wish to attend.

RESPONSIBILITY: Vice President of Human Resources, Managers/Supervisors/Associate Deans

CONSULTATION FOR REVIEW: Deans' Council, Service Council, Constituency Group Executives, Recognition Program Task Team

POLICY REVIEW DATE: March, 2010

EFFECTIVE DATE: April 1, 2008

REVISION HISTORY:

RELATED POLICIES:

- Resignation and Retirement

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.