
Long Service and Retirement Recognition

Policy Number:	4119
Key Process Area:	Employee Engagement & Culture
Owner:	VP FA
Current Approved Date:	Aug 20, 2020

POLICY STATEMENT

New Brunswick Community College (NBCC) is committed to building a culture of belonging and excellence in all the work we do. This program is a formal way to recognize our employee accomplishments and long-term relationships, and to celebrate the milestones that have been met.

PURPOSE

This policy outlines how the years of service are being recognized, as well as recognizing employees who have retired during the previous year.

SCOPE AND LIMITATIONS

This policy applies to all regular and term employees. Employees who are eligible for any of the awards detailed in this policy at the time of implementation will be entitled to receive the eligible reward on the recognition of the next milestone date. This policy is not retroactive.

1.0 DEFINITIONS

Continuous Service

- all employment with the public service where there has not been a break of more than 45 working days.

2.0 IMPLEMENTATION

2.1 Eligibility

The number of total years of continuous employment in Parts I, II, III and IV of the Public Service to include regular, seasonal and full-time casual service.

2.2 Award Levels

- 2.2.1** Five, 10, 15 years of service: 8x10 certificate.
- 2.2.2** Twenty (20) years of service: 8x10 Silver framed certificate signed by the President and CEO.
- 2.2.3** Twenty-Five (25) years of service: 8x10 Silver framed certificate signed by the President and CEO.
- 2.2.4** Thirty (30) years of service: 8x10 Silver framed certificate signed by the President and CEO.
- 2.2.5** Thirty-Five (35) years of service: 8x10 Silver framed certificate signed by the President and CEO.

2.3 Retiring Employees

Retiring employees will receive a silver framed certificate illustrating the actual years of service signed by the President and CEO. At the discretion of the President and CEO or designate, a retirement gift may also be provided (see retirement gift eligibility).

2.4 Procedure

2.4.1 Long Service Recognition

- a) Human Resources generates a report of service of employees who have five, 10, 15, 20, 25, 30 and 35 years, by the end of June each year.
- b) Human Resources prepares the appropriate award for eligible employees and provides this to the appropriate Vice President.
- c) The Vice Presidents are responsible to present annual long service awards to employees with less than 25 years of service.
- d) The President and CEO will endeavor to present long service awards to employees with 25, 30 or 35 years of service.
- e) Awards will be presented at Campus or College recognition events each year for all eligible employees.

2.4.2 Recognition Retiring Employees

- a) Human Resources advises the Vice Presidents and President and CEO of official retirements, and prepares the Retirement Letter and Certificate.
- b) The President and CEO is responsible to present retirement awards annually to eligible employees.

2.5 Retirement Gift Eligibility

At the discretion of the President and CEO or designate, an employee may be provided with a retirement gift. The total value, including taxes, is calculated at the rate of not more than ten dollars per year of continuous service in Parts I, II, III or IV of the public service.

Eligibility is limited to employees who, on leaving the public service, are eligible for an immediate pension.

3.0 OTHER RELATED DOCUMENTS

Not applicable.