
Anniversary Dates

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Key Process Area:	Employee Engagement & Culture
Owner:	ED PC
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POLICY STATEMENT

The anniversary date of an employee is the date the employee commences work in their current position.

PURPOSE

This policy provides guidance on when an anniversary date would change.

SCOPE AND LIMITATIONS

These guidelines apply to all employees. For unionized employees, reference should be made to the collective agreements.

1.0 DEFINITIONS

Anniversary Date

-the date the employee commences work in their current position or upon promotion to a position with a higher control point maximum.

2.0 IMPLEMENTATION

2.1 Changes in Anniversary Date

An employee's anniversary date is not affected by a transfer or by deferment of a merit increase. Employees on long-term leaves with or without pay will have their anniversary dates changed to ensure that any merit increases linked to anniversary dates would be based on 12 months of time at work.

An employee's anniversary date can change subsequent to the date the employee was promoted.

3.0 OTHER RELATED DOCUMENTS

Not applicable