

EMPLOYEE RECOGNITION POLICY			
Effective Date	April 13, 2017	Policy Type	Administrative
Responsibility	Director, Human Resources	Cross-Reference	
Approver	Executive Council	Appendices	
Review Schedule	Every 5 years		

1. Policy Statement

1.1 Northwestern Polytechnic (NWP) values and appreciates dedicated service by its employees, the excellent work they perform, and the positive results they achieve. NWP is committed to recognizing their significant contributions to the Polytechnic.

2. Background

2.1 NWP employees comprise a valuable asset and, as such, it is important that effective and equitable processes are in place to recognize their valuable contributions to NWP’s success.

3. Policy Objective

3.1 The objective of this Policy is to provide a consistent protocol for recognizing the valuable contributions and achievements of employees at NWP.

4. Scope

4.1 This policy applies to all NWP employees.

5. Definitions

5.1 **“Collective Agreements”** refer to the contracts NWP has entered into with the Alberta Union of Provincial Employees (AUPE), Employees’ Association (EA), or Academic Staff Association (ASA) that outline the terms and conditions of employment for specific groups of employees.

6. Guiding Principles

6.1 Long Service Awards

6.1.1 NWP formally recognizes specific “milestones” of employment services that are characterized by an on-going commitment between NWP and the employee.

6.1.2 The Director, Human Resources or designate will coordinate the administration of the recognition of employment service program, including assessment of employee eligibility and awards.

6.1.3 Employment service is formally recognized in five-year increments (the fifth, tenth, fifteenth, twentieth, twenty-fifth, thirtieth years of service, and applicable five years thereafter).

- 6.1.4. Eligibility is calculated annually to August 31.
- 6.1.5. Service will not be pro-rated and all service will be credited equally for time worked. For example, a full year of service will be credited as one year for both part-time and full-time employees.
- 6.1.6. Prior service, as stipulated in Collective Agreements, will be counted towards employment service. For the Administration Group, prior service will be considered provided there has not been a break greater than one year.
- 6.1.7. Gift awards lost by employees can be replaced at the employee's expense through Human Resources.

6.2 Retirement Recognition

- 6.2.1. Upon retirement, NWP will provide departing employees with a retirement gift.
- 6.2.2. The Director, Human Resources will approve the award and the value of the gift.

6.3 Special Recognition Award

- 6.3.1. NWP may recognize an employee(s) through a special recognition award.

6.4 Award Presentations

- 6.4.1. Long Service Awards will be presented at the Employee Recognition Ceremony to be held each year. Retiring employees will also be recognized at this ceremony.

6.5 Tax Implications for Awards

- 6.5.1. It is Northwestern Polytechnic's (NWP) legal obligation to comply with the Income Tax Act. When NWP provides an award to an employee, the value of the benefit may have to be included in the employee's income. The Income Tax Act defines whether or not the award is taxable and the employer is responsible for determining whether the benefits they offer are taxable to their employees. The employer is responsible for adding the value of any taxable award to reportable income, and, withholding, remitting and reporting the required statutory deductions to Canada Revenue Agency (CRA).
- 6.5.2. Final determination of the tax implications of a benefit amount is subject to acceptance by the CRA. Should an employee wish to dispute the taxability of an award, they may directly apply and obtain a ruling from the CRA. NWP will abide by any CRA rulings.

7. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	<ul style="list-style-type: none"> • Approve and formally support this Policy
Director, Human Resources/Human Resources Staff	<ul style="list-style-type: none"> • Develop and maintain this Policy • Coordinate the administration of the recognition of employment service program, including assessment of employee eligibility, awards, recommending changes for gift awards, and the taxation status of the gift • Determine the award options and the value of the associated gifts

8. Exceptions to the Policy

- 8.1 Exceptions to the guiding principles in this Policy must be documented and formally approved by the Director, Human Resources.
- 8.2 Policy exceptions must describe:
 - 8.2.1 the nature of the exception; and
 - 8.2.2 a reasonable explanation for why the policy exception is required.

9. Inquiries

- 9.1 Inquiries regarding this Policy can be directed to the Director, Human Resources.

10. Amendments (Revision History)

- 10.1 Amendments to this Policy will be published from time to time and circulated to the NWP Community.
- 10.2 Post-Implementation Policy Review: Approved June 12, 2018.