



## Procedures

Policy Name	<b>Retirement and Long Service Recognition</b>		
Policy #	<b>715</b>	Category	<b>Human Resources</b>
Policy Sponsor	<b>Associate Vice-President, Human Resources</b>	Previous Revision Date	<b>June 4, 2018</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>June 14, 2022</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>See Policy Review Schedule or As Needed</b>

See the related [POLICY](#).

### DEFINITIONS

**Continuous Service (retirement category):** Continuous service refers to continued employment with the institution versus break in service as result of resignation, retirement or accepting severance. Service years are not based on seniority; they are determined based on original hire date.

**Retirement Age:** Saskatchewan Polytechnic defines retirement age via correlation with the early retirement age defined by the Public Employees' Pension Plan (Age 50).

**Service (long service category):** The associated service years for long service awards are calculated based on original hire date with noted caveats:

- a) Employee must have reached part-time status or full-time status.
- b) Employee must have worked during year of review unless they are on approved leave of absence.
- c) Service years are based on principles of continuous service.
- d) In year of review, employee must satisfy condition (minimum time worked) of thirty (30) full-time employment days for their respective jurisdiction.

### PROCEDURES

#### General Provisions

1. The coordination of the retirement and long service recognition program will be the responsibility of the Human Resources Division, along with a volunteer committee consisting of campus employees as required.
2. The Human Resources Division will strive to have consistency of experience for recipients at each event.
3. The budget for the program will be part of the Human Resources' budget.
4. Retirement Notification
  - a. Employees wishing to retire should submit their notice of intent, in writing, to their supervisor at least three months in advance of their retirement date.

- b. Retiring employees should also contact their local human resources office at least three months in advance of their retirement date to ensure necessary pension documentation is completed to facilitate a smooth and timely retirement.

### **Retirement Function**

1. The event will be held annually in the fall for all employees that have recently retired or announce their plans to retire. The employee must advise human resources by June 30th with respect to their retirement intentions.
2. If employee achieves long-service milestone by date of retirement, this is also recognized.
3. The event will be free of charge for employees, and one guest for those being honored, although there will be a limited number of seats due to capacity.
4. Any costs associated with alcoholic beverages will be the attendees' responsibility (cash bar).

### **Long Service Function**

1. The event will be held annually in the fall for employees and will recognize each period of five years' service with Saskatchewan Polytechnic and/or its constituent colleges/institutes as of June 30th. Employees must be actively employed by Saskatchewan Polytechnic (includes recurring contracts) or on a definite leave of absence at June 30th in order to receive long service recognition.
2. The event will be free of charge for employees, and one guest for those being honored, although there will be a limited number of seats due to capacity and guests may not be possible for the 5-year celebration.
3. Any costs associated with alcoholic beverages will be the attendee's responsibility (cash bar).

### **Personalized Letters**

1. Human Resources supplies a listing of all employees being recognized to the President's office and individualized letters are prepared.
2. Human Resources also supplies a listing of all employees who have chosen the donation option to the President's office and individualized letters are prepared.

### **Award Electives**

1. The retirement and long service awards are one of four possible electives, with the amount or gift selection corresponding with the retirement level or service milestone:
  - a) Saskatchewan Polytechnic Bookstore Gift Card
    - i. Amazon catalogue selection is permitted with recognition awards of \$100 or larger.
    - ii. Select gift categories are at the discretion of the bookstore.
  - b) Wanuskewin Heritage Park Gift Shop Items
  - c) Yvette Moore Gallery Gift Selection
  - d) Donation to Saskatchewan Polytechnic Scholarships/Bursaries (Growing Tomorrow Fund)
    - i. If the employee so decides, he/she may decline the gift and donate an amount equal to their allotment to Saskatchewan Polytechnic Scholarship/Bursaries.
    - ii. The T4s of employees choosing this option will reflect the gift's value as a taxable benefit and the donation amount as a tax credit.
    - iii. Human Resources will provide the donation form to recipients (available from Donor and

Alumni Relations). Recipients should indicate on the form which campus, division, program, priority, scholarship or bursary they wish to support with their donation, sign the form, and return to Donor and Alumni Relations.

- iv. Donor and Alumni Relations will process the donations and notify Payroll. Payroll will record the benefit and donation on the employee's T4 (Statement of Remuneration Paid).
- v. Donor and Alumni Relations will notify Finance. Finance will then transfer funds from the Human Resources' long service/retirement org code to the appropriate designations.

2. The president or designate, or the supervisor, will present the awards to recipients. The exception to this is the 5-year long service award; staff numbers may prove too large to accommodate individual presentations.

## PROGRAM FUNDING

### Fund Allocation for Retirement and Long Service Awards

#### Retirement

Retirement award fund allocation will be based on the monetary amounts captured in the table below for the five (5) designated service levels.

Retirement Service	Fund Allocation
Level 1: (5-9 years)	\$100
Level 2: (10-19 years)	\$200
Level 3: (20-29 years)	\$300
Level 4: (30-35 years)	\$400
Level 5: (35+ years)	\$500

#### Long Service

Long service milestones will be recognized in 5-year intervals (I.E. completion of 5 years, completion of ten years, and so forth). The fund allocation is \$10 per year of service. Long service awards will be based on the monetary amounts captured in the table below:

Service	5	10	15	20	25	30	35	40	45
Award	\$50	\$100	\$150	\$200	\$250	\$300	\$350	\$400	\$450