



## POLICY STATEMENT

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>	Issue or Revision Date	<b>September 9, 2021</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>September 2026</b>

See the related [PROCEDURES](#).

### PURPOSE

This policy has been developed to provide uniform practices for formal recognition of the commitment and contribution of retirees and long service employees. The Retirement and Long Service program and associated events are important elements of the Saskatchewan Polytechnic recognition strategy.

### SCOPE

This policy applies to full-time and part-time employees of Saskatchewan Polytechnic.

### GUIDING PRINCIPLES

In its support of long-term service and employee recognition, Saskatchewan Polytechnic is committed to the following guiding principles:

1. Fostering a culture of appreciation and acknowledgement of service.
2. Providing opportunities for formal recognition of achievement.

### POLICY

#### Retirement

1. Saskatchewan Polytechnic will formally recognize the retirement of employees when the employee is **voluntarily** leaving the organization and has achieved at least five years of continuous service or equivalent with Saskatchewan Polytechnic and/or its constituent colleges/institutes as of December 31st. The employee must have reached an age consistent with his/her pension plan provisions and must have provided written notice of intent to retire or have confirmed they would like to be recognized as a retiree from Saskatchewan Polytechnic by June 30th.
2. An employee is eligible for both retirement and long service recognition if they occur in the same fiscal year.

3. An employee can only receive a retirement award once in their tenure with Saskatchewan Polytechnic (refers to those that re-join post retirement). Recognition dates for employees will not be adjusted due to the crediting of previous seniority.

### **Long Service Employees**

1. Saskatchewan Polytechnic will recognize each period of five years' service with Saskatchewan Polytechnic, or its constituent former colleges/institutes, as of December 31st of each fiscal year.
2. Employees must be actively employed by Saskatchewan Polytechnic or on a definite leave of absence at June 30th in order to be eligible for long service recognition.

### **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.

### **RELATED POLICIES/DOCUMENTS**

N/A

### **APPLICABLE LEGISLATION OR REGULATIONS**

Public Employees' Pension Plan