



<b>SUBJECT:</b>  Retirement and Long Service	<b>CATEGORY:</b>  Operations & Administrative Services – Human Resources	<b>NO.</b>  O-2.9
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**PREAMBLE**

This policy has been developed to provide uniform practices for the recognition of the commitment and contribution of retirees and of long service employees.

**POLICY**

**Retirement**

- SIAS will formally recognize the retirement of employees when the employee is voluntarily leaving the organization and has achieved at least 5 years of continuous service or equivalent, with SIAS and/or its constituent colleges/institutes as of June 30th. 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 SIAS by June 30th.
- Retirement recognition includes those employees who have been laid off and opt to resign and take severance, provided they meet the service and age provisions for retirement.
- An employee is eligible for both retirement and long service recognition if they occur in the same year.
- Recognition dates for employees will not be adjusted due to the crediting of previous seniority.
- Fund allocation for gifts is outlined in Appendix A.

**Long Service Employees**

- SIAS will recognize each period of ten years service, based on the number of completed, unbroken service years with SIAS, or its constituent former colleges/institutes, at June 30 of each fiscal year.
- Employees must be actively employed by SIAS or on a definite leave of absence in order to receive long service recognition.

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- Fund allocation for gifts is outlined in Appendix A.

Fund allocations and gift options may be reviewed and updated annually by Human Resources.

**PROCEDURES**

The coordination of the retirement and long service recognition program will be the responsibility of the campus Human Resource office along with a volunteer committee consisting of campus employees. The budget for the program will be part of the Human Resources budget.

**1.0 Retirement and Long Service Function:**

- 1.1 The event will be held annually in the fall and will follow local campus practice.
- 1.2 The honoree and one guest will be exempt from any charges to attend the event.
- 1.3 Retiree speech provider, if applicable, will be responsible for the cost of their own ticket.
- 1.4 Retirement and long service function planning committee members will be provided with a complimentary ticket to attend the long service function.
- 1.5 Any costs associated with alcoholic beverages will be the attendees' responsibility (cash bar).

**2.0 Awards**

- 2.1 Web sites which list awards for each applicable service level will be available for viewing by retirees and long service employees.
- 2.2 Recipients will have a choice of an award within their service category. If the employee so decides, he/she may decline the gift and donate an amount equal to their allotment to a SIAST scholarship fund (this is a taxable benefit).
- 2.3 Letters will be prepared and signed by the president and board chair for each of the honorees.
- 2.4 The campus director will serve as master of ceremonies for the reception.
- 2.5 The president or designate will present the awards and letters to the long service honorees.
- 2.6 A speech or a tribute will be prepared for each retiree, as per the practice at each campus.
- 2.7 The president or designate, or the retiree's last supervisor, will present the awards and letters to the retirees, as per the practice at each campus.

**3.0 Donations to SIAST Scholarship/Bursaries:**

- 3.1 Recipients may choose to donate the value of their gifts to SIAST. They can choose to direct their donation to support a particular SIAST scholarship or

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bursary, or even a campus, division or program priority. 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.

- 3.2 Human Resources will provide the donation form to recipients (available from Donor & Alumni Relations).
- 3.3 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 it to the Human Resources office.
- 3.4 Human Resources will collect the donation forms from long-service/retirement staff, confirm the amount being donated (= to value of gift), the designation of the donation (e.g., name of scholarship), and the Human Resources' long service/retirement org code, and forward the completed donations forms to the Donor & Alumni Relations office.
- 3.5 The Donor & Alumni Relations office will process the donations and notify Payroll. Payroll will record the benefit and donation on the employee's T4s.
- 3.6 The Donor & Alumni Relations office will notify Finance. Finance will then transfer funds from the Human Resources' long-service/retirement org code to the appropriate designations (e.g. award) org code/cost centres.
- 3.7 The Donor & Alumni Relations office will write acknowledgement letters to the long-service/retirement donors and forward those letters to the Human Resource office so that they can be handed out at the long-service/retirement service ceremonies.

**4.0 Other**

- 4.1 Advertisements: An advertisement will be placed in the local newspaper each year listing the names of the long service employees and retirees being honored that year.
- 4.2 Photographs and flowers will follow local campus practice.

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## **Appendix A**

### **Fund Allocation for Retirement and Long Service Gifts**

#### **Retirement**

Fund allocation for retirement gifts will be based on approximately:

5-9 years	\$130.00
10-19 years	\$200.00
20-29 years	\$300.00
30+ years	\$400.00

These amounts will also be the fund allocation for the purpose of donating to a SIAST scholarship or bursary.

#### **Long Service**

Fund allocation for long service gifts will be based on approximately:

10 years	\$130.00
20 years	\$260.00
30 years	\$390.00

These amounts will also be the fund allocation for the purpose of donating to a SIAST scholarship or bursary.

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