
EMPLOYEE RECOGNITION

POLICY NUMBER	ADM 07-0
APPROVAL DATE	APRIL 6, 2009
PREVIOUS AMENDMENT	FEBRUARY 16, 2005
REVIEW DATE	NOVEMBER, 2013
AUTHORITY	PRESIDENT'S COUNCIL
PRIMARY CONTACT	PRESIDENT AND VICE-CHANCELLOR

POLICY

GENERAL

Thompson Rivers University (TRU) recognizes the contributions of its employees through a variety of staff recognition events. It is the goal of TRU to recognize employees for such purposes as Long Term Service, TRU Pioneers, Distinguished Service, Teaching Excellence, Scholarship, Retirements and their role with TRU after retirement.

REGULATIONS

I. LONG TERM SERVICE AWARDS

1. **Recognition Awards**

TRU will formally recognize the service contributions of employees who have accumulated temporary, part-time and ongoing service without an interruption of more than one (1) year.

Employees who have completed the equivalent of ten (10) years' service and each subsequent five (5) years of service thereafter will be honoured at an annual reception hosted by TRU and presented with a service pin. Service will accrue from the calendar year in which an employee begins employment with TRU.

2. **25 Year Service Recognition**

The President will host an annual reception and dinner to honour TRU employees who have completed 25 years of service. This event will usually be held in conjunction with the staff awards ceremony.

3. **Pioneers**

Those employees hired within the first ten years of the inception of Cariboo College and who have completed 20 years of continuous service will be named as a Pioneer. A Pioneers' Wall of Recognition will be established on campus honouring the named Pioneers.

II. **ANNUAL MERIT AWARDS**

1. **Distinguished Service Awards**

TRU will recognize up to five individuals annually drawn from all employee groups and allocated in the following manner: support staff (2), faculty (1), open learning faculty member (1) and administration (1). Those who demonstrate outstanding abilities and contributions will receive a Distinguished Service Award.

Nominees for the Distinguished Service Award may be full-time or part-time employees but must have worked at TRU for five (5) continuous years. The criteria for this award are outlined on the nomination form.

Requests for nominations for Distinguished Service Awards are sent from Human Resources annually by February.

Award winners will receive an engraved plaque plus the opportunity to attend a conference or professional development activity of their choice (to a maximum of \$1,500). Recipients must use this award within a two-year period from the date of the award.

2. **Teaching Excellence Awards**

TRU annually recognizes up to three faculty who represent the best qualities of teachers.

Requests for nominations for Teaching Excellence Awards are sent annually by February via the Senate selection committee from the President's Office.

Nominees for the Teaching Excellence Award may be full-time, part-time, or sessional faculty. Nominees must have taught at TRU for five (5) continuous years. The criteria for this award are outlined in the nomination form.

Award winners will receive an engraved plaque plus the opportunity to attend a conference of professional development activity of their choice (to a maximum of \$1,500). Recipients must use this award within a two-year period from the date of the award.

3. **Teaching Excellence Awards for Open Learning Faculty Members**

TRU will recognize up to two people who represent the best qualities of our open learning faculty members.

Nominees for the Teaching Excellence Award for Open Learning Faculty Members must be open learning faculty members at TRU and have served as open learning faculty members for a minimum of five (5) continuous years. The criteria for this award are outlined on the nomination form

Requests for nominations for the Teaching Excellence Award for Open Learning Faculty Members are sent to the Office of the Vice-President Open Learning annually by February.

Award winners will receive an engraved plaque plus a monetary award (maximum \$1,500) toward professional development activities or materials of their choice related to their work as a TRU Open Learning Faculty Member.

4. **Awards for Excellence in Scholarship**

TRU recognizes the importance of scholarly activity with presentation of annual Awards for Excellence in Scholarship to up to two faculty, but is not obligated to offer the award(s).

Requests for nominations for the Award for Excellence in Scholarship are distributed annually by February by the Research Committee of Senate. The Evaluation Committee of the Research Committee of Senate reviews nominations and makes recommendations to the President.

Nominees are full-time faculty who have taught at TRU for at least five (5) continuous years, and have not received the award in the last 3 years. The criteria and procedures for nominations for this award are outlined on the nomination form.

Award winners will receive an engraved plaque plus a \$2,500 research grant to be used according to tri-council guidelines. Recipients must use this award within a two-year period from the date of the award.

III. RETIREMENT

1. **Services to Retirees**

A retiring employee who continues to reside in the TRU region may retain their TRU library cards. Interlibrary loan service will be provided on request. Retirees may elect to retain their TRU email accounts. The amenities of the TRU gymnasium will be made available to all retirees. Any retiree may apply, through the Human Resources Department, to use other services available through TRU. Such continued privileges are subject to adhering to any relevant TRU policies.

2. **Annual Retirement Dinner**

- a. The Office of the President at TRU will fund an annual retirement function to recognize retiring TRU employees who:
 - i. have reached the age of 55 years or older;

- ii. have completed five (5) years of full time service with no breaks in service greater than one (1) year; and
 - iii. have voluntarily resigned or retired.
- b. The President's Office will send formal invitations and complimentary tickets to TRU retirees and one guest to attend the retirement function. All other TRU employees and previous retirees will have an opportunity to purchase tickets.
 - c. Retirees to be honoured at the annual retirement function will be those employees who retire between August 1 of the preceding year and July 31 of the current year.
 - d. In recognition of their service to TRU, each retiree will be presented with a TRU memento by the President and Board Chair at the retirement function.

3. **Divisional Retirement Function**

- a. Each retiree will receive a retirement gift from TRU. The maximum amount funded by TRU is based on the years of service as follows:
 - i. 5–10 years \$200.00
 - ii. 11–15 years \$250.00
 - iii. 16–20 years \$300.00
 - iv. 21 –25 years \$350.00
 - v. 26 – 30 years \$400.00
 - vi. 31 years or more \$450.00
- b. The relevant Dean/Director is responsible for purchasing the gift or gift certificate using divisional funds.
- c. Presentation of the TRU gift should be made to the recipient on or near the final day of work by an Executive representative or designate.
- d. In the event that a division wishes to recognize/honour a staff member, TRU will contribute funds for such events based on the following guidelines:
 - i. The department manager is to forward to the President's Office a request for funds (not to exceed \$200.00) for refreshments and food for the department to host an informal gathering in recognition of a retirement. This event must be advertised throughout the campus and held on campus.
 - ii. The expenditure of TRU funds is limited by this policy. Should departments/divisions wish to do more, TRU funds cannot be used.
 - iii. An event held within business hours is to be deemed a 'non-alcoholic' event. *

- iv. A 'Special Events' Permit from the BC Liquor Control Board is required for an event held after business hours where alcohol is to be purchased – a "No Host Bar". It is important that the Division recognize the liability involved in "hosting" an event where alcohol is freely served. *

*All events are governed by Policy ADM 5-3 (Alcohol).

4. **Named Scholarship**

In order to facilitate and support a lasting recognition for each retiring employee who has a minimum of ten (10) years' service, TRU will match within a five-year period, to the amount of \$2,500, contributions received from non-TRU funds in the name of a scholarship through the TRU Foundation.

5. **Retirees Club**

TRU will establish an inaugural Retirees' Club and will strongly encourage all former TRU employees who have retired to maintain active membership in the TRU Retirees' Club. TRU recognizes the continuing contributions that retirees can share with the TRU community and will encourage these ambassadors to participate in special events on campus and in community relations and fundraising. The TRU Retirees' Club will liaise directly with the President's Office. Membership is open to all retired TRU employees.

IV. RESIGNATION

1. For those employees who resign (but are not defined as retired) and who have five (5) or more years of service, the division/department may purchase a gift on behalf of TRU based on years of service as follows:

i. 5–10 years	\$200.00
ii. 11–15 years	\$250.00
iii. 16–20 years	\$300.00
iv. 21 –25 years	\$350.00
v. 26 – 30 years	\$400.00
vi. 31 years or more	\$450.00
2. The relevant Dean/Director is responsible for purchasing the gift or gift certificate using divisional funds.
3. Presentation of the TRU gift should be made to the recipient on or near the final day of work by an Executive representative or designate.
4. In the event that a division wishes to recognize/honour a staff member, TRU will contribute funds for such events based on the following guidelines:

- a. The department manager is to forward to the President's Office a request for funds (not to exceed \$200.00) for refreshments and food for the department to host an informal gathering in recognition of a retirement. This event must be advertised throughout the campus and held on campus.
 - b. The expenditure of TRU funds is limited by this policy. Should departments/divisions wish to do more, TRU funds cannot be used.
 - c. An event held within business hours is to be deemed a 'non-alcoholic' event. *
 - d. A 'Special Events' Permit from the B.C. Liquor Control Board is required for an event held after business hours where alcohol is to be purchased – a "No Host Bar". It is important that the Division recognize the liability involved in "hosting" an event where alcohol is freely served. *
- *All events are governed by Policy ADM 5-3 (Alcohol).

V. DEATH OF AN EMPLOYEE

1. Condolences

Supervisors/Deans/Directors are responsible for notifying the President's Office when there has been a death within an employee's immediate family. The President's Office will send appropriate condolences on behalf of TRU. At the request of the family, the employee's department/division will be responsible for sending flowers or making arrangements for a charitable donation to a named charity of up to \$100.00.

2. Named Scholarship

In order to facilitate and support a lasting recognition for any person with at least ten (10) years' service who dies while in the employ of TRU, TRU will match within a five-year period, to the amount of \$1,000, contributions received from non-TRU funds in the name of a scholarship through the TRU Foundation.

3. TRU Service

If a memorial service is held on campus, the University will contribute \$200.00 towards reception costs following the service. The relevant department/division is responsible for providing these funds.