

# EMPLOYEE RECOGNITION



**THOMPSON  
RIVERS  
UNIVERSITY**

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<b>POLICY NUMBER</b>	ADM 07-0
<b>APPROVAL DATE</b>	September 10, 2018
<b>AUTHORITY</b>	President's Council
<b>PRIMARY CONTACT</b>	President and Vice-Chancellor

## **POLICY**

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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, Distinguished Service, Faculty Excellence, Research and Scholarship, Interculturalization, Retirements and retirees' role with TRU.

## **REGULATIONS**

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### **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 any interruptions 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 a minimum of twenty-five (25) years of service. This event will usually be held in conjunction with the staff awards ceremony.

### **II. ANNUAL MERIT AWARDS**

#### **1. Distinguished Service Awards**

TRU will recognize up to five (5) individuals 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 Awards may be full-time or part-time employees and must have been employed at TRU for at least five (5) continuous years. The criteria and procedures for this award are outlined on the nomination form.

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

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 \$2,000). Recipients must use this award within a two (2) year period from the date of the award. TRU is not obligated to offer the award annually.

## **2. Faculty Excellence Awards**

TRU will recognize up to three (3) faculty members who represent the best qualities of instruction and/or instructional support.

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

Requests for nominations for Faculty Excellence Awards are sent from Human Resources annually.

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 \$2,000). Recipients must use this award within a two-year period from the date of the award. TRU is not obligated to offer the award annually.

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

TRU will recognize up to two (2) individuals 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 and procedures for this award are outlined on the nomination form

Requests for nominations for the Teaching Excellence Award for Open Learning Faculty Members are sent from Human Resources annually.

Award winners will receive an engraved plaque plus a monetary award (to a

maximum of \$2,000) toward professional development activities or materials of their choice related to their work as a TRU Open Learning Faculty Member. Recipients must use this award within a two-year period from the date of the award. TRU is not obligated to offer the award annually.

#### **4. Awards for Excellence in Research and Scholarship**

TRU will recognize up to two (2) faculty who represent the importance of scholarly activity.

Nominees for the Awards for Excellence in Research and Scholarship must be full-time faculty who have been employed in a faculty role at TRU for at least five (5) continuous years, and have not received the award in the last three (3) years. The criteria and procedures for nominations for this award are outlined on the nomination form.

Requests for nominations for the Award for Excellence in Research and Scholarship are sent from Human Resources annually.

Award winners will receive an engraved plaque plus the opportunity to receive a maximum research grant of \$2,000 to be used according to Tri-Agency guidelines. Recipients must use this award within a two-year period from the date of the award. TRU is not obligated to offer the award annually.

#### **5. Award for Excellence in Interculturalization**

TRU will recognize up to two (2) individuals who represent the best qualities of interculturalization including internationalization and/or indigenization. This award is designed to increase awareness of efforts to interculturalize TRU, as well as recognize individuals who through their teaching, scholarly activity, and/or service are assisting to operationalize the strategic vision of interculturalization and increasing intercultural understanding through internationalization or indigenization.

Nominees for the Award for Excellence in Interculturalization may be full-time or part-time employees and must have been employed at TRU for at least five (5) continuous years. The criteria and procedures for this award are outlined in the nomination form.

Requests for nominations for the Award for Excellence in Interculturalization are sent from Human Resources annually.

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 \$2,000). Recipients must use this award within a two-year period from the date of the award. TRU is not obligated to offer the award annually.

## **6. President's Distinguished Teacher Award**

TRU will recognize one individual who best represents significant long-term, career achievements in teaching, pedagogy and the promotion of excellence in learning and teaching. The President's Distinguished Teacher Award complements and builds on the annual Teaching Excellence Awards.

Nominees for the President's Distinguished Teacher Award may be full-time or part-time faculty and must have been employed in a faculty role at TRU for at least five (5) continuous years. The criteria and procedures for this award are outlined in the nomination form.

Requests for nominations for the President's Distinguished Teacher Award are sent from Human Resources annually.

The winner will receive an engraved plaque plus the opportunity to attend a future meeting of the Society for Teaching and Learning in Higher Education or equivalent teaching and learning conference (to a maximum of \$3,000). Recipients must use this award within a two-year period from the date of the award. TRU is not obligated to offer the award annually.

## **7. President's Distinguished Scholar Award**

TRU will recognize one (1) individual who best represents the highest achievement in scholarship, achieved over a career for full-time faculty who have an established international reputation for excellence in research, scholarship, invention or the production of creative works.

Nominees are full-time tenured Professors who have not previously received this award. The criteria and procedures for nominations for this award are outlined on the nomination form.

Requests for nominations for the President's Distinguished Scholar Award are sent from Human Resources annually.

The winner will receive an engraved plaque plus the opportunity to receive a maximum research grant of \$3,000 to be used according to Tri-Agency guidelines. Recipients must use this award within a two-year period from the date of the award. TRU is not obligated to offer the award annually.

### **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 05-3 (Alcohol, Cannabis, and Tobacco).

#### **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

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|----------------------|----------|
| 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 resignation. 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 05-3 (Alcohol, Cannabis, and Tobacco).

## 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.