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## Heritage College Guidelines #1 Relating to Staff Recognition

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**Subject:** Guidelines relating to Staff Recognition.

**Administrator:** Secretary General or Secretary to the Board

**Issuing  
Service:** Director General's Office

**Coming  
into Force:** Sept. 19, 1996

**Revised:** November 5, 2013

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### **Purpose**

The purpose of this document is to provide information with respect to the official recognition of staff by the College, represented by the Board of Governors.<sup>1</sup>

### **Application**

These guidelines are for the information of Board members and all College personnel.

### **Preamble**

*Heritage College Policy #14 [articles 1.1 and 5.0]* states that the College supports a caring and nurturing approach for all levels of employees and recognizes its employees through a variety of formal and informal activities. The following terms of reference and guidelines apply to the formal recognition process.

### **Guidelines**

#### **1) Eligibility**

##### **1.1) Years of Service**

Service to the College is determined by Human Resources as of August 31 in each *calendar* year. Employees reaching their 15-year, or 25-year, milestones by August 31 will receive official recognition during the *same* calendar year; those who reach these milestones after August 31 will receive official recognition during the *following* calendar year.

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<sup>1</sup> See the Glossary at the end of this document for definitions of frequently-used terms.

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### 1.2) Retirement

Employees who officially retire from the College by August 31 will receive official recognition in the *same* calendar year; those who officially retire after August 31 will receive official recognition in the *following* calendar year.

## 2) Recognition Categories

### 2.1) Years of Service

Each year, eligible employees of the College who have reached the milestones of either 15 or 25 years of service to Heritage are honoured at the annual Staff Recognition Cocktail.

### 2.2) Retirees

Heritage employees who officially retire from the College are honoured at the annual Staff Recognition Cocktail.

At that time, each retiree is informed that his/her name will be added to the master copy of the Cégep Heritage College Dedicated Tree Plan which is on permanent wall display at the College. Effective August 31, 2013, one tree will be dedicated yearly for all new groups of retirees. The Cégep Heritage College Tree Dedication Plan will be updated on an annual basis.

### 2.3) *In Memoriam*

Upon the death of an incumbent (active) member of the Cégep Heritage Board of Governors or that of a current, permanent College employee, a tree located on the main campus grounds is dedicated to that individual. Also, ~~an~~ a letter from the Director General indicating that a tree has been so dedicated and a copy of the “Cégep Heritage College Tree Dedication Plan” ~~are~~ will be presented by the College to a designated member of the family.

## Roles and Responsibilities

### 1) Board of Governors

The Board of Governors represents the College as host of the annual Staff Recognition Cocktail, and the Board Chair, on behalf of the College, presents honourees with their mementos during the official proceedings at the event.

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### 2) **Director General**

Each year, following consultations within the Heritage College Senior Management Committee to determine the date, time and location of the event, the Director General or a delegate initiates the planning and organization of the annual Staff Recognition Cocktail, and ensures that the College community is so informed.

The Director General or a delegate mandates the event organizers and oversees the planning and organization process in collaboration with them.

### 3) **Human Resources**

Human Resources determines and verifies the eligibility of the honourees and provides each year the event organizers with the pertinent details.

### 4) **Event Organizers**

Staff Recognition Cocktail organizers are identified and mandated each year by the Director General or a delegate, and may vary depending on the circumstances.

### 5) **Building Services**

Ensure that the tree dedicated plan is up-to-date every year and that the trees are planted according to the approved plan and that the master plan advertised on the wall at the College is also kept up-to-date.

### **Revision**

These guidelines will be reviewed at least every two years or when deemed necessary.

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### Glossary

**Active Service<sup>2</sup>:** Period(s) of time during which an individual has been in the employ of the College while conducting business for and on behalf of the College. For the purposes of the present guidelines, the following types of paid leave also constitute periods during which an employee of the College is considered to be accumulating “active service.”

- Sick leave,
- Maternity leave,
- Paternity leave,
- Mise en disponibilité (M.E.D.) leave.

For the purposes of the present guidelines, unpaid leaves which may include, but are not limited to, professional development leave, unpaid leaves of absence, or requested extensions of maternity leave, will not constitute periods during which an employee of the College is accumulating “active service.”

**Note:** *An employee cannot accumulate more than one year of active service during any one given year, regardless of the employment situation.*

### Cégep Heritage College Tree

**Dedication Plan:** This attached plan is a graphic illustration showing the locations of all specially-dedicated trees on the main College campus at 325 Cité des Jeunes Boulevard in Gatineau. A master copy is on permanent wall display just inside the Visitors’ Entrance on the north side of the College. Smaller copies of this plan are presented to individuals for whom trees have been dedicated or, in the case of *in memoriam* dedications, to a designated member of the family.

As of August 31, 2013, specially-dedicated trees are designated in the following categories: former Chairs of the Board of Governors, former Directors General of the College, groups of employees retiring from the College, graduating classes, *in memoriam*, also, in exceptional cases, to commemorate pioneering, College-related endeavours and special public visitors to the College.

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<sup>2</sup> These provisions apply as of July 1, 1999; however, they do not affect the eligibility status of any employees who received official recognition prior to that date with respect to years of service.

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### **Staff Recognition**

**Cocktail:** The Staff Recognition Cocktail is an annual event hosted by the Board of Governors to honour the contributions of Heritage College employees. Special honourees include: eligible employees with 15 or 25 years of service to Heritage and retirees.

**Years of Service:** For the purposes of these guidelines, the expression “years of service” refers to years of *active* service<sup>3</sup>.

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<sup>3</sup> See the preceding page for specific details regarding the accumulation of “active service.”

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### Related Document

This document is to be used in conjunction with:

- *Heritage College Policy #14 concerning the Welcoming, Integration and Recognition of Staff Members.*<sup>4</sup>

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<sup>4</sup> Copies of this document are available from the Director General's office or from Human Resources.