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**A standard operating procedure is to be compliant with applicable collective agreements, government acts and regulations and University policies and procedures.**

<b>Description:</b>	<b>Service Recognition</b>		
<b>S.O.P #:</b>	Dept.-Number		
<b>Department/Unit:</b>	Human Resources	<b>Page(s):3</b>	
<b>Implementation Date:</b>	2015/09/15	<b>Revision Date:</b>	March 2022

**Description:**

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York University annually recognizes and celebrates faculty and staff who will have achieved by the end of each calendar year *continuous service* milestones in five (5) year increments, beginning at five (5) years of service.

Outlined below is the procedure and criteria used to determine service milestones for purposes of Faculty and Staff Service Recognition only.

**Procedure:**

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**1. Eligible for Service Recognition**

- 1.1 An employee affiliated with YUFA, OHFA, YUFA-E, and OHFA-E is eligible if their faculty/teaching service is tenure track, full-time, contractual and contractually limited.
- 1.2 An employee affiliated with OPSEU- Unit 1, YUSA-1, CUPE 1356, CUPE 1356-1, and IUOE is eligible if their service is continuous and working full-time hours, as defined by the applicable collective agreement, during a regular work week. This applies to sessional employees.
- 1.3 An employee designated as CPM is eligible if their service is permanent and working full-time hours (twenty-four hours or more) during a regular work week. This applies to sessional employees.

## 2. Ineligible for Service Recognition

2.1 For the purposes of Service Recognition, employees in the following groups are **ineligible**:

- Post-Doctoral Fellows
- CUPE 3903 (Units 1, 2, 3 and 4)
- Casual assignments (i.e. YUSA- 2, CUPE 1356- 2, Work Study and/or student employment)
- CUPE 1356 Part-Time
- OPSEU (Unit 2)
- Non-unionized research staff (i.e. Research Assistants and Research Associates)

2.2 All service prior to a break in continuous service at York University that was the result of a resignation, retirement, or any other termination of the employment relationship (i.e. any previous service to the University) is ineligible.

2.3 An employee on an approved leave of absence, paid or unpaid, is not eligible for service recognition while on a leave (refer to 3.6).

## 3. Criteria for Calculating Service for Purpose of Recognition

3.1 Service must be “continuous”.

3.2 “Continuous service” ends after a break in employment of more than four (4) months (e.g. for contract employees).

3.3 The “service period” includes up to December 31 of the year for which service recognition is acknowledged.

3.4 For all eligible employees, service includes all approved leaves and extension(s), paid or unpaid.

3.5 If an ineligible employee becomes eligible for service recognition, the period of service during the ineligible period is **not** included in the service calculation.

### Except to the extent that:

3.6 An employee on an approved leave of absence, paid or unpaid, will be recognized at the next recognition event or at the next milestone year, upon return to active work, with service calculation inclusive of the period of time on an approved leave.

- 3.7 If an employee in CUPE 3903, Unit 2, becomes eligible for service recognition in another full-time employee group as defined in Section 1, their service counts as long as there were no breaks in service greater than four (4) months.
- 3.8 If an employee in OPSEU, Unit 2 becomes eligible for service recognition in another full-time employee group as defined in Section 1, their service counts as long as there were no breaks in service greater than four (4) months.

#### **4. Recognition Events**

- 4.1 For the purpose of recognition at an event, an employee's service recognition, in a milestone year, is prospective to December 31<sup>st</sup> of the year of the event; retirees who have retired in the year for which service recognition is achieved should be acknowledged.
- 4.2 Employees who have reached 5 and 10 years of service will be recognized by their Management Supervisor/Director/Chair of their department with the presentation of a service recognition pin at a unit event or meeting.
- 4.3 Employees who have reached 15 and 20 years of service will be recognized by their Dean/Division Head with the presentation of a service recognition pin at a Divisional event or meeting.
- 4.4 Employees who have reached 25, 30, 35, 40, and 45 years or more of service will be invited to a university-wide Service Recognition Reception and presented with a gift.
- 4.5 Specifics of the events shall be determined by the Faculty/Division.

#### **Related Administrative Guidelines**

- a) Human Resources will generate a list of eligible employees, as at December 31 of the current calendar year, accessible in eReports by the end of September in each year.
- b) Human Resources will send out a communication once the list of eligible employees is accessible in eReports.
- c) Executive Officers are responsible to review the list to ensure that exceptions (i.e. terminated employees) are not included.

**Applicable collective agreements, government acts and regulations and University policies and procedures:**

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**Applicable forms and related procedure(s):**

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Service Recognition eReport  
Online pin ordering form