

Authorized by:	Date:
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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.

Description:	Service Recognition		
S.O.P #:	Dept.-Number		
Department/Unit:	Human Resources	Page(s): 3	
Implementation Date:	2015/09/15	Revision Date:	yyyy/mm/dd

Description:

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 exclusively for purposes of Faculty and Staff Service Recognition.

Procedure:

1. Eligibility for Service Recognition

- 1.1 An employee must be an “active” employee (i.e. actively at work) as at December 31 of the year for which service recognition is acknowledged but also includes those employees who retire in the year for which service recognition is acknowledged.
- 1.2 Academic employees must be affiliated with YUFA, OHFA, YUFA-E, and OHFA-E. This includes faculty/teaching service as tenure track, full-time, contractual and contractually limited.
- 1.3 Non-academic employees must be affiliated with CPM, YUSA 1, CUPE 1356, CUPE 1356-1, and IUOE. This includes full-time continuous service only; full-time continuous service includes sessional or those working no less than twenty-four (24) hours per week under the YUSA 1 collective agreement and CPM.

2. Ineligible for Service Recognition

2.1 For the purposes of Service Recognition the following are **ineligible**:

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

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 (i.e. any previous service to the University) is ineligible.

2.3 An employee on long term disability (LTD) is not eligible for service recognition while on LTD.

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 returning to active work from LTD will be recognized at the next milestone year, with service calculation inclusive of the period of time on LTD.

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, his/her service counts as long as there were no breaks in service greater than four (4) months

- 3.8 If an employee in OPSEU becomes eligible for service recognition in another full-time employee group as defined in Section 1., his/her service counts as long as there were no breaks in service greater than four (4) months.

4. Recognition Events

- 4.1 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
- 4.2 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.
- 4.3 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.
- 4.4 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:

Applicable forms and related procedure(s):

Service Recognition eReport
Online pin ordering form