

RECOGNITION OF LONG-TERM SERVICE

Policy

Laurentian University of Sudbury's policy is to formally recognize and express appreciation to its employees through the purchase of a service award by the University and presentation of this award during an appropriate function for its 40, 35, 30, 25, 20, and 15 year employees. A letter of appreciation signed by the President and the Vice-President of the employee's division or area, which will include an invitation to a reception for the employee, will be forwarded prior to the function. This invitation will be extended to the employee's department head and/or dean and his/her colleagues in the department. The reception will take place annually in November.

Policy Conditions

1. In recognizing service, the year in which employment commenced will be considered as the first full year of service.
2. The guideline for purchasing the award for employees with 15 years service - one gold-plated pin; 20 years service - one gold-plated pin with slight modification (a little larger); 25 years service - one gold-plated pin with one blue sapphire; 30 years service - one gold-plated pin with two blue sapphires; 35 years service - one gold-plated pin with slight modification (a little larger) and one blue sapphire; and 40 years service - one gold-plated pin with slight modification (a little larger) with two blue sapphires.
3. The President, with the appropriate Vice-President, will make the presentation of these awards at the reception and he/she will give special individual acknowledgement to each employees.
4. The reception will include be in the form of a wine and cheese reception. The University will assume the costs involved.
5. Employees will receive an honourable mention in the *Gazette*.
6. The appropriate Vice-President will deliver the service pin to each individual employees who cannot attend the reception within six weeks after the reception.
7. Retired employees of Laurentian University will be invited to this annual event.
8. In the fall of each year, the University will purchase advertising space in the *Sudbury Star*, *Northern Life* and *Le Voyageur* where photos with the name and department of the employee with 25 years service will be published.
9. The event will be coordinated by the Communications office, in cooperation

with the President's office and the Director of Personnel.