



## **POLICIES and PROCEDURES**

Responsible Unit	Human Resources
Last Reviewed/Updated	1 May 2016
Approving Sector Head	Vice-President, Finance & Administration and CFO
Policy	<b>SERVICE AWARDS</b>

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Each year during the General Assembly in June, current employees of Acadia University and the Acadia Divinity College who have achieved service milestones of 10, 25 and 35 years are recognized.

### Calculation of Total Service

The years of ongoing continuous employment as of July 1 in the year in which the award is presented are considered. Breaks in employment due to sessional interruption or for family leave are not deducted from total service; however breaks for unpaid leaves are.

Hours of work are not prorated when calculating total service, e.g., someone who works a standard schedule of 17.5 hours per week on an ongoing basis will reach their service milestones at the same time as someone who works full-time hours. It is the years of ongoing service that are recognized.

Employees who resigned from a permanent position at Acadia and later return to ongoing employment will be recognized for their total service, less the period of interruption from employment at the University. As well, employees who return to ongoing employment after retiring will be recognized for the total of their pre- and post-retirement service.

Part-time faculty who convert to an ongoing Instructor position, as defined in Article 11.14 of the AUFA Collective Agreement will be recognized for their 3 years of service as a part-time employee prior to the date of their conversion, and all service subsequent to that date.

### Awards

10 years	certificate in a presentation folder and a 10 year pin
25 years	certificate in a silver frame and a 25 year pin
35 years	framed artwork related to Acadia, with inscription, and a 35 year pin

The University reserves the right to adjust this policy in terms of either service milestones recognized, type of award, and occasion for presentation of the awards.

The years of service as recognized for this purpose have no correlation to compensation, leave entitlements, union seniority, group insurance benefits, or pension.