

Service Anniversary Recognition Guidelines



Human Resources & Organizational Development

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1. SERVICE ANNIVERSARY RECOGNITION @ GBC

George Brown College recognizes and thanks our caring and committed employees who dedicate their careers to fulfilling our College's mission to provide students with the resources and support they need to succeed.

2. ELIGIBILITY

Service anniversary recognition is provided to all our full-time employees who have achieved a service anniversary milestone in the current calendar year.

Beginning at 5 years of service and at every 5-year interval following (i.e. 5th, 10th, 15th, etc.), employees will be eligible to receive a Service Recognition Award. The recognition celebrates their contributions, commitment, and dedication of their long-service.

The program is administered retroactively to January 1, 2018 for those employees who are celebrating a service anniversary milestone within the 2018 calendar year and onwards.

3. RECOGNITION PROCESS

a. Preparations Prior to Recognizing a Service Anniversary

- At the end of each quarter, Total Rewards notifies the manager of anyone who will be celebrating their service anniversary within the prior quarter.
- Total Rewards provides support tools (process guidelines, scripts) to the managers as they get ready to celebrate their employees' service anniversaries.
- Total Rewards prepares anniversary certificates recognizing the year of service for the employee with the President's signature.

b. Recognizing a Service Anniversary Date

- Employee is recognized in person, virtually or within team (as preferred) to make the recognition personal and meaningful for the employee. Service anniversaries can also be recognized in quarterly Departmental meetings given that a group recognition would be valued by the employee.
- Employees celebrating a 5 year service anniversary receives an anniversary certificate celebrating the milestone.
- Employees celebrating a 10 year or 15 year service anniversary receives an anniversary certificate celebrating the milestone and a \$50 e-MasterCard gift card.
- Employees celebrating a 20 year or 25 year service anniversary receives an anniversary certificate celebrating the milestone and a \$75 e-MasterCard gift card.
- Employees celebrating a 30+ year service anniversary receive an anniversary certificate and a \$100 e-MasterCard gift card.

c. Recognition of 25+ year Service Anniversaries

- Annual luncheon is organized in March of each year with relevant SMC members and our employees celebrating a 25+ year service anniversary milestone in the prior calendar year.
- The first annual luncheon will occur in March, 2019 celebrating the service anniversary milestones in 2018.
- In the event that an in person gathering cannot take place, the event will be cancelled.

d. Announcements

Service anniversaries will be announced GBC-wide through the GBCommunity.

4. WHOM TO CONTACT

For any questions, you may reach out to your Senior HR Consultant, Dave Maharaj, Director, Total Rewards, Payroll, Accommodations and Disability at ext. 4447 or dave.maharaj@georgebrown.ca or Human Resources at hr@georgebrown.ca