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|  | POLICY Number: 7311-30-021 Title: Career Milestones – Recognition for Staff and Physicians |
| Authorization <input type="checkbox"/> President and CEO <input checked="" type="checkbox"/> Vice President, Finance and Corporate Services | Source: Chair, Career Milestones Recognition Committee Cross Index: Date Approved: April 15, 2005 ¹ Date Revised: March 7, 2017 Date Effective: March 16, 2017 Date Reaffirmed: Scope: SHR |

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OVERVIEW

Saskatoon Health Region (SHR) recognizes staff and physicians for their dedicated service and contribution made during the course of their employment or contract.

DEFINITIONS

Career Milestones Celebration means the annual SHR celebration that recognizes long service of staff.

Staff means all SHR and Sherbrook employees (including permanent full time, part time, casual employees) and practitioner staff.

Years of Service means continuous employment, including approved leaves of absence calculated from initial hire date and uninterrupted by any break in service including resignation, retirement and termination of employment.

1. PURPOSE

The purpose of this policy is to formally recognize long service contributions of staff and to identify the length of service that is recognized by SHR.

2. PRINCIPLE

Career milestone celebrations and long service recognition support benefits to SHR including retention of valued expertise, organizational stability and the creation of a positive and supportive healthy workplace.

3. POLICY

3.1 SHR formally recognizes staff for years of service beginning at ten (10) years from initial hire date and at each five (5) year interval thereafter until resignation or retirement.

3.2 Calculation of years of service for the purposes of this policy is March 31.

¹ Formerly addressed in SHR Policy 7311-30-015 (April, 2005)

- 3.2.1 Years of service is calculated from date of hire and includes leaves of absence, except as noted in 3.2.4 below.
- 3.2.2 Years of service for casual and part time staff is calculated the same as for full time staff.
- 3.2.3 Staff who retire after their anniversary date, but prior to the next career milestone celebration, are eligible for a long service award.
- 3.2.4 Staff on leave on March 31st, are eligible for a long service award for that year.
 - 3.2.4.1 Staff that remain on leave until eligible for the next award are not eligible for the next award.
- 3.3** Career milestone celebrations will be held annually in June.
 - 3.3.1 Career milestone celebrations will be held both in Saskatoon and in a rural community.
 - 3.3.2 Eligible recipients and one guest are invited to attend the celebration sponsored by SHR at no cost.
 - 3.3.3 Tickets are available for purchase at various locations throughout SHR for others wishing to attend the career milestone celebration.
- 3.4** The value of the gifts for the respective years of service and the costs associated with career milestone celebrations shall be determined by the Chair, Career Milestones Recognition Committee.
 - 3.4.1 Staff with ten (10) years of service shall receive a written acknowledgment along with a designated gift.
 - 3.4.2 Staff with fifteen (15+) years plus of service shall be honored at the career milestone celebration, and shall receive a gift of their choice from a predetermined selection.
 - 3.4.3 Staff with twenty five (25+) years plus service who are scheduled to work the day of the event will be given four (4) hours off with pay, by the respective department, if they are attending the career milestones event.

4. ROLES AND RESPONSIBILITIES

4.1 Human Resources

- 4.1.1 Generate an annual report in mid-December identifying all staff that are eligible for service recognition in the upcoming year.

4.2 Chair, Career Milestone Recognition Committee and Manager, Administrative Services

- 4.2.1 Review the data to determine the final list of staff eligible for service recognition.

4.3 Career Milestones Recognition Committee

- 4.3.1 Administer the process for career milestone celebration and recognition.
- 4.3.2 Establish gift selections with selected vendor.
- 4.3.3 Plan, organize and promote career milestone celebration events.
- 4.3.4 Evaluate long service recognition.

5. POLICY MANAGEMENT

The management of this policy including policy education, monitoring, implementation and amendment is the responsibility of the Chair, Career Milestone Recognition Committee.

6. NON-COMPLIANCE/BREACH

Non-compliance with this policy may result in disciplinary action up to and including termination of employment.

PROCEDURE

Number: 7311-30-021

Title: Career Milestones - Recognition for Staff and Physicians

Authorization

President and CEO
 Vice President, Finance and Corporate Services

Source: Chair, Career Milestones Recognition Committee

Cross Index:

Date Approved: April 15, 2005²

Date Revised: March 7, 2017

Date Effective: March 16, 2017

Date Reaffirmed:

Scope: SHR

DEFINITION

Manager means out of scope direct report or Department Head.

1. PURPOSE

The purpose of this procedure is to establish the process for award selection and the career milestone invitation process.

2. PROCEDURE

Award and Gift Selection

- 2.1** Human Resources/Workforce Planning in consultation with Practitioner Staff Affairs, generate a report annually in mid-December of all staff, both urban and rural, outlining all staff and physicians that are eligible for long service recognition in the upcoming year.
- 2.2** The Chair, Career Milestones Recognition Committee and the Manager, Administrative Services review the data and prepare an email to advise applicable Managers of staff within their portfolios that are eligible for recognition in the upcoming year and to confirm they still work in their area.
- 2.3** Once the list has been verified, the Manager, Administrative Services submits a database to the vendor.
- 2.3.1 The database includes the names and residential address of staff and physicians that will be recognized for 10, 15, 20, 25, 30, 35, 40, 45+ years of service in the upcoming year.
- 2.4** Upon receipt of the recipient names, the vendor sends "Award Selection Procedure" (ASP) letters with login credentials to the 'Saskatoon Health Region – Career Milestone Recognition Website' to eligible recipients.
- 2.4.1 Up to two reminder notices are provided via email (if provided) in pre-determined increments (7-14 days) to eligible staff who have not responded to the ASP letter.
- 2.4.2 One printed reminder notice will be sent to all non-respondents via mail after thirty (30) days of not placing order.
- 2.5** Eligible recipients enter the login and password provided in the ASP letter to access the website and to view the welcome page, gift catalogue, place their order and provide an RSVP option to the career milestone celebration.

² Formerly addressed in SHR Policy 7311-30-015 (April, 2005)

2.5.1 Those recognized for thirty five years plus (35+) years have the option of providing a picture and short biography to be included in the career milestone celebration.

2.6 During the login process, recipients are prompted to enter an email address (optional) to be used solely for communication pertaining to the award selection and RSVP to the annual celebration hosted every June.

2.6.1 Residential address confirmation is requested during the online ordering process.

2.7 Orders are processed and shipped directly to the venue if the individual is attending the career milestone celebration (see section 4 below if not attending the celebration).

2.7.1 The Manager, Administration Services will receive the order confirmation via email once orders are processed.

2.8 A final invoice is issued with the addition of freight charges and submitted to the Manager, Administration Services to process payment.

3. Career Milestone Event – Invitation Process

3.1 General information about the upcoming career milestone celebration is included on the SHR *InfoNet* and through the various media print options available.

3.1.1 SPH employees have the option to be recognized by SHR or SPH specific process.

3.2 All career milestone event recipients, within the three (3) month period immediately preceding the recognition events in June, will receive the online invitation and have the opportunity to RSVP during the online gift process.

3.3 A paper reminder notice will be sent to eligible recipients that don't respond, and an email reminder will be sent to those that have provided one, but have not responded to the RSVP for the career milestone celebration.

3.4 RSVP responses will be collected on the vendor's client portal and utilized for event planning.

4. Career Milestone Event – Non Attendee Awards/Gifts

4.1 If the recipient chooses not to attend one of the celebrations but ordered a gift, it will be available for pick up from the administration office at the site they work at approximately one week after the hosted event. The Manager will be notified that the gift(s) are ready for pick up.

4.2 If the recipient advised they would attend and then did not, the gift will be available for pick up at SCH Administration – Level 1. All arrangements will be coordinated by the recipient.

5. PROCEDURE MANAGEMENT

The management of this procedure including procedures education, monitoring, implementation and amendment is the responsibility of the Chair, Career Milestones Recognition Committee.

6. NON-COMPLIANCE/BREACH

Non-compliance, regarding administration of this procedure, may result in disciplinary action up to and including termination of employment.