

GENERAL ADMINISTRATION MANUAL

VOLUME 3: HUMAN RESOURCE POLICIES

TITLE: LONG SERVICE AWARDS

EFFECTIVE: November 8, 2000

1.0 SCOPE

1.1 Authority

1.1.1 This policy is issued under authority of Cabinet Minute No. 00-123, dated November 8, 2000.

1.2 Application

1.2.1 This policy applies to all individuals employed under the Public Service Act or the Education Act excluding casuals and contract employees.

1.3 Purpose

1.3.1 This policy establishes an award system for recognizing the contributions made by long-serving employees.

1.5 Definitions

1.5.1 In this policy continuous service means uninterrupted employment with Government of Yukon. For employees under the Public Service Act it includes a lay-off period if the employee is rehired within one year, or for employees under the Education Act it includes a lay-off period if the employee is rehired within two years; such time to be calculated from the date on which notice of lay-off was received by the employee.

1.5.2 Each continuous twelve month period in which a seasonal auxiliary employee is employed counts as a year of **continuous** service regardless of the duration of the work assignment.

1.5.3 Previous **continuous** service with other employers including provincial or federal governments does not count as years of **continuous** service with respect to long service awards, **except where an employee has been offered employment by the Yukon Government as part of a staffing commitment under a federal program transfer. (N.B. This provision shall have a retroactive application to September 1992)**

2.0 ROLES AND RESPONSIBILITIES

2.1 Nature of Awards

2.1.1 Long Service Awards shall include a cheque. The quantum of the cheque will be determined as follows:

<u>Years of Service</u>	<u>Cheque Amount</u>
10 years of continuous service	\$100.00
15 years of continuous service	\$150.00
20 years of continuous service	\$200.00
25 years of continuous service	\$250.00
30 years of continuous service	\$300.00
35 years of continuous service	\$350.00

2.2 Presentation Ceremony

2.2.1 Each employee entitled to receive an award will be invited to the presentation ceremony and will receive one (1) guest invitation.

2.2.2 The awards will be presented at an annual event for all employees who have become eligible in the previous year of service.

2.2.3 Award recipients and their guests who reside outside of Whitehorse will be eligible for travel expenses, meals and accommodation to attend the awards presentation. This assistance does not apply to travel costs for award recipients or guests living outside the Yukon. Expenses will be paid in accordance with the employer's current Travel Directive.

2.2.4 Award recipients and guests who are employees will not be required to take leave to attend, or travel to, the awards presentation during their regularly scheduled hours of work. Award recipients and guests who travel or attend the presentation on a day of rest will receive no compensation for their time.

2.2.5 Deputy heads and ministers will receive an invitation to the awards presentation when an employee of their department is entitled to receive a Long Service Award.

2.2.6 The Public Service Commission will be responsible for organizing the presentation event.