

**Policy Number** (if applicable):

**Approved by:** Vice-President, Administration

**Date of Most Recent Approval:** October 2001

**Revision Date(s):**

**Position Responsible for Developing and Maintaining the Policy:** Assistant Vice-President, Human Resources Services

**Contact Department:** Human Resources Services

### PURPOSE

The intent of Cumulative Service Recognition is to recognize the total service of University employees.

### SCOPE

The program applies to full and regular part-time salaried staff paid on Roll 1 by bank deposit and to hourly-rated employees paid on Rolls 2 and 5, who at some time left the employ of McMaster University but returned.

### PROGRAM

Total cumulative service will count toward recognition awards, vacation entitlement, and severance entitlements (except where already paid).

Effective January 1, 2002 total service will be credited for recognition award purposes. Effective July 1, 2002, vacation entitlement will be calculated using the cumulative service start date.

### RECOGNITION AWARDS

Each year the University will recognize the service of four groups of employees:

- a) those whose fifteenth anniversary of service falls in the calendar year; and
- b) those whose twentieth anniversary of service falls in the same calendar year.
- c) those whose thirtieth anniversary of service falls in the same calendar year.
- d) those whose thirty-fifth anniversary of service falls in the same calendar year.

Employees with fifteen years of service will receive a letter opener; those with twenty years of service will be entitled to a choice of gifts. Those with thirty years of service will receive a watch. Those with thirty-five years will receive a framed picture.

### PRESENTATION OF AWARDS

The President of the University will present the recognition awards annually in November at a luncheon.

The Vice Presidents and the Assistant Vice President of Human Resources will be invited to attend.

### PROCEDURE

Employees with previous service at McMaster University should contact Human Resource Services and provide Human Resources with information related to their previous employment periods. HR Services will review the employment information and will update the cumulative service record as appropriate.

For further information on this policy, please contact ext. 23850.