### **Human Resources Manual**

Directive 312: Long Term Service Awards

### LONG TERM SERVICE AWARDS

### **PURPOSE**

 To recognize the long term commitment of its employees, the Government of Nunavut (GN) honours those individuals who have served long periods of uninterrupted service or employment in the public service. This recognition serves as an acknowledgement of employee dedication.

### **APPLICATION**

2. This directive applies employees of the GN and public bodies.

### **VALUES AND GUIDING PRINCIPLES**

- 3. This directive is guided by the following values and principles:
  - Inuuqatigiitsiarniq respecting others, loyalty and caring for people;
  - Pijitsirnig serving and providing for others;
  - Pilirigatigiinniq/lkajuqtigiinniq working together for a common cause;

### **DEFINITIONS**

- 4. **Continuous Service or Employment** for the purpose of calculating long term service awards means:
  - a. Uninterrupted employment with the GN which means employment with the GN or Government of the Northwest Territories prior to April 1, 1999, that has not been broken by more than three months. This includes casual employment if there has been no more than a twenty-one (21) day breakin-service between employments, whether casual to casual, casual to indeterminate or term, or indeterminate or term to casual;
  - b. Prior employment of a GN employee who was laid off and reappointed at any time to a position in the GN;
  - c. Prior employment when an individual is appointed to a position in the GN within three months after terminating for any reason other than dismissal, abandonment of position or rejection on probation.
- 5. **Non-cash Award** is a decorative display item or other non-monetary gift e.g. gift card or certificate that can only be redeemed for merchandise and is not convertible to cash.

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 Awards ceremonies are the events arranged and paid for by the department responsible for the *Public Service Act* where employees receive their long term service awards.

# A. Awards ceremonies for all employees, except school-based employees with 5 to 20 years of service

The awards ceremonies may be held in any Nunavut community and may be in the form of a reception, lunch, dinner, traditional feast or other activity. Awards ceremonies will be held annually.

## B. Awards ceremonies for school-based employees with 5 to 20 years of service

The awards ceremonies will be held in their home communities. Superintendents of schools will hold the ceremonies in assigned schools during scheduled school visits and may be in the form of a reception, lunch, traditional feast or other activity. Awards ceremonies will be held annually.

### **ELIGIBILITY**

- 7. Employees are eligible to receive long term service awards based on their period of continuous employment.
- 8. Long term service awards are calculated from the continuous service or employment date to March 31<sup>st</sup> of the calendar year for which long term service awards are being presented.
- 9. Employees are eligible to receive a long term service award in the year they retire or resign.
- 10. Employees are not eligible to receive a long term service award if they were terminated or abandoned their positions.
- 11. Employees on approved leave at the time of their long term service anniversary are eligible for recognition of their continuous service.

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### **PROVISIONS**

12. Eligible employees are entitled to the following long term service awards:

Continuous Service	Framed Certificate signed by:	Pin	Non-Cash Award
5 years	Deputy Minister of Finance	GN bronze pin	N/A
10 years	Deputy Minister of Finance	GN silver pin	N/A
15 years	Deputy Minister of Finance	GN gold pin	N/A
20 years	Minister of Finance	GN platinum pin	Plaque
25 years	Minister of Finance	GN platinum pin	Mini/Display Drum
30 years	Premier	GN platinum pin	Mini/Display Qamutik
35 years	Premier	GN platinum pin	Non-cash award, maximum value of \$500
40 years	Premier	GN platinum pin	Non-cash award, maximum value \$700
45+ years	Premier	GN platinum pin	Non-cash award, Deputy Minister of Finance discretion

- 13. The Deputy Minister responsible for the *Public Service Act* will distribute a proposed list of eligible employee's to all GN departments and public agencies and will have final authority regarding any disputes concerning an employee's continuous service or employment date. Each Deputy Head is responsible for verifying the accuracy of their list and must confirm or correct the list.
- 14. Time off with pay is provided for employees receiving awards to attend the awards ceremony if it occurs during regular working hours, subject to operational requirements.
- 15. Eligible employees invited to attend the awards ceremony must receive prior approval from their Deputy Head and will be reimbursed by their department for travel expenses in accordance with FAM directives.

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- 16. Deputy Heads are responsible for:
  - a. verifying accuracy and approving list of eligible employees;
  - b. participating in the awards ceremony;
  - c. presenting long term service awards to all of their employees with less than 20 years continuous service; and
  - d. ensuring that all employees who don't attend the awards ceremonies, regardless of length of employment or location, receive their awards in a timely manner.

### **AUTHORITIES AND REFERENCES**

- 17. Financial Administration Manual Directives 811 and 820-1
- 18. Public Service Regulations

### CONTACTS

19. For clarification or more information on this topic contact:

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