

 BRANDON UNIVERSITY <small>Founded 1899</small>	<h2>Long Service Recognition Policy</h2>	First Approved: <i>June 27, 2002</i>
		Updated: <i>February 22, 2014</i>
Board of Governors Policy	<i>Approved by Board of Governors</i> <i>Administered by Executive Officer to the Board of Governors</i>	Reviewed: <i>February 22, 2014</i>

Procedures:

1. All faculty and staff who will reach a tenth and every subsequent fifth year service anniversary thereafter, within the calendar year, will receive from Brandon University and its Board of Governors the appropriate “years of service” memento at the Long Service Recognition event that will normally be held in the spring. These individuals will be given the choice of a pin, a charm, or a certificate signifying the appropriate years of service.
2. All retiring faculty and staff with five or more years of service will be honoured by Brandon University and its Board of Governors at the annual Long Service Recognition event.
3. The following table illustrates the maximum gift value based on years of service to Brandon University:

Years of Service	Gift Value
5 – 9 years of service	A gift valued at \$75.00.
10 – 19 years of service	A gift valued at \$125.00.
20 – 29 years of service	A gift valued at \$175.00.
30 or more years of service	A gift valued at \$225.00.

The Long Service Recognition Committee will ensure that appropriate gift options are made available to recipients.

4. All members of the Brandon University community, including local Brandon University retirees, will be invited to the Long Service Recognition event.
5. In the above, “service” in all instances is understood to mean accumulated years of service at Brandon University. This includes terms of full and/or part-time regular employment and is cumulative, but not necessarily consecutive. Unpaid leaves, sessional, casual and student work are not included.
6. Notwithstanding the above, any segment of the University (department, etc.) is encouraged to honour a departing member in an appropriate manner at a separate event to that described above on the understanding that University funds are not to be expended in the process.