



Recognition of Employee Service Policy

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Approver(s):	Vice-President, Finance & Administration

1. Purpose

The purpose of this policy is to provide recognition to those employees of longstanding service with OCAD University (“OCAD U” or “the University”).

2. Scope

This policy applies to all permanent OCAD U employees.

3. Policy

Employee length of service will be acknowledged in five-year increments, starting at 20 years of service. Recipients will be recognized within the OCAD U community through an announcement at an annual employee appreciation event. Recipients will also receive a letter of congratulations from the President.