

**ST. JEROME'S  
UNIVERSITY**



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**Policy on Acknowledgements**

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*Operations Manual*

*Approving Authority: President and Vice-Chancellor*

*Established: March 1, 2013*

*Date of Last Review/Revision: March 1, 2013*

*Office of Accountability: Vice-President, Administration*

*Administrative Responsibility: Human Resources*

**Policy Statement**

The University is committed to recognizing significant milestones and life events of its employees in a fair and equitable manner. Individuals and Supervisors are encouraged to inform Human Resources or the Assistant to the Vice-President, Administration of life events or milestones that may not be publicly known.

**Scope**

This policy applies to regular, part-time, and full-time staff and all Academic staff with an ongoing appointment or a contract of greater than one year.

With respect to students, acknowledgements of significant milestones and life events are the responsibility of the Registrar, the Director of the Office of Student Experience, and/or the Director of Campus Ministry who will determine the most appropriate recognition.

With respect to sessional instructors, acknowledgements of significant milestones and life events are the responsibility of the Vice-President and Academic Dean who will determine the most appropriate recognition.

## **Appendix A Supplemental Information**

### Illnesses/ Sick Leave

In the event of illness or sick leave, the University will acknowledge the leave with appropriate wishes/tokens and when possible will convey the absence to the community. Whether a token is appropriate will depend on the nature of the leave and the length of time the employee is expected to be away.

### Retirements & Farewells

The University will acknowledge retirements at the annual recognition dinner. Acknowledgements including tokens of appreciation will be dependent on years of service.

For farewells, the supervisor may choose to host a gathering to recognize the employee. These events must comply with the University's Policy on Expenses. In certain circumstances, farewells may not be appropriate and supervisors should consult with Human Resources prior to event planning.

### Death of Family Member

In the event of the death of an immediate family member (i.e. parent, sibling, spouse, child), the University will send a token of sympathy to the employee. Communication to the SJU community will be from Human Resources when appropriate.

### Birth of a Child

On the occasion of the birth, or adoption, of an employee's child, the University will recognize the event with a gift or other suitable acknowledgement.

### Marriage

On the occasion of a marriage, the University will recognize the event with a gift or other suitable acknowledgement.

Social events and gatherings are the responsibility of the Staff Social Committee and are coordinated with the support of Human Resources.

The Terms of Reference for the Staff Social Committee provides scope and direction to the work of the committee. The Staff Social Committee will collaborate with the St. Jerome's University Academic Staff Association when there is mutual agreement on the event and costs.