



COLLEGE OF THE NORTH ATLANTIC
OPERATIONAL POLICY

TOPIC: EMPLOYEE RECOGNITION

Policy No.	HR-406	Division	Human Resources
Related Procedure	HR-406-PR	Board Policy Ref.	n/a
Related Policy	HR-400	Effective Date:	December 14, 2020 (R3)

1. PURPOSE AND SCOPE

The College places great value on employees, their dedication to students and their loyalty to the institution. The purpose of this policy is to outline the College's program of recognition and awards for all employees. This policy applies to all employees.

2. POLICY

It is the policy of the College to establish and maintain a comprehensive Employee Recognition Program which will award and/or recognize employees for their service, performance and achievements. Employees may also be recognized posthumously.

3. PROCEDURE

The Associate Vice President of Human Resources shall ensure procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	November 28, 2000
Reviewed	January 28, 2008
Revision 1	November 4, 2016
Revision 2	November 6, 2020
Revision 3	December 14, 2020