



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:	November 4, 2016 (R1)

1. PURPOSE AND SCOPE

The College places great value on employees, their dedication to students and their loyalty to the institution. This policy outlines the College's program of recognition and awards for 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.

3. PROCEDURE

The Vice President Corporate Services and Chief Operating Officer 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