



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: EMPLOYEE RECOGNITION

Policy No.	HR-406	Division	Human Resources
Related Procedure	HR-406-PR-1	Board Policy Ref.	n/a
Related Policy	n/a	Effective Date:	May 1, 2024 (R4)

1. PURPOSE AND SCOPE

The College of the North Atlantic (CNA) places great value on employees, their dedication to students, and their loyalty to the institution. The purpose of the Employee Recognition Policy (the Policy) is to outline CNA's program of recognition and awards for all employees.

This Policy applies to all employees.

2. POLICY

It is the policy of CNA 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 the 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
Revision 4	May 1, 2024