

Rewards and Recognition

D1300

1.0 POLICY

Grant MacEwan University establishes terms and conditions of employment to attract and retain faculty and staff and to recognize their contributions in advancing fulfillment of the University's Mission.

To this end, MacEwan considers: funding resources; relevant employment markets; and effective practices in employee recognition, while respecting the role of the Associations for employees who are members of the Associations.

MacEwan provides a range of monetary and non-monetary benefits as well as formal and informal employee recognition programs to reward and acknowledge employees.

2.0 RATIONALE AND GUIDING PRINCIPLES

2.1 Purpose

2.1.1 The purpose of this policy is to communicate MacEwan's commitment to sustaining effective reward and recognition programs and to articulate the principles supporting that commitment.

2.1.2 This policy provides a foundation for other policies and procedures on matters related to MacEwan reward and recognition programs.

2.2 Rationale and Guiding Principles

2.2.1 MacEwan values the contribution of employees in their efforts to advance the achievement of its Mission and seeks to offer an environment that enables employees to sustain their contribution to MacEwan.

2.2.2 MacEwan respects the role of the Associations within their respective jurisdictions and respects the terms of its agreements.

2.2.3 The guiding principles of compensation planning at MacEwan are:

2.2.3.1 Rationality: Compensation programs balance fair value for work with prudent management of financial resources;

2.2.3.2 Equity: Compensation relates internally to the relative contribution of positions as measured by an assessment of relevant compensable factors; externally, to the market for similar jobs in similar public institutions with which MacEwan competes for staff; and individually, based on legitimate factors that differentiate individual contribution including but not limited to qualifications, experience, training and performance level;

2.2.3.3 Ability to attract and retain qualified candidates: MacEwan's compensation practices are competitive within the public sector markets for which it competes for faculty and staff;

Rewards and Recognition

D1300

2.2.3.4 Relation to performance: Where compensation is used as a means of acknowledging performance, performance assessment is based on clear, documented individual and departmental objectives which support the Mission, Values and goals of the University;

2.2.3.5 Flexibility: Compensation planning and programs may reflect the differing needs of employees and adapt to support the evolving needs of the University.

3.0 SCOPE AND DEFINITIONS

3.1 Scope

This policy applies to all employees. For purposes of this and related policies, MacEwan recognizes three distinct employee groups: employees covered by the Grant MacEwan Faculty Association, employees covered by the MacEwan Staff Association and employees covered by Board Employment Policies. In light of the distinct roles and needs of employees in these three groups and subgroups; separate operational policies and procedures (and in some cases collective agreements) govern and guide decisions and support for each group.

3.2 Definitions

- 3.2.1 **Compensation** means salary, other forms of cash payments (including but not limited to: stipends and allowances), vacation, holidays, leaves with pay, employer-paid benefits, car allowances, interim housing, tuition waivers, professional fees, support for professional development and any other monetary benefit received from MacEwan.
- 3.2.2 **Compensable factors** are factors for which money is paid.
- 3.2.3 **Executive officer** means the president, vice presidents and equivalent positions.
- 3.2.4 **Full public disclosure** is the act of fully revealing or exposing for scrutiny.
- 3.2.5 **Monetary benefits** are tangible benefits that are directly financial in nature e.g. salary, cash, benefit reimbursements etc.
- 3.2.6 **Non-monetary benefits** are benefits that are not directly financial in nature. These include MacEwan support for programs that may benefit members of the MacEwan community and may also include intangible benefits e.g. a sense of purpose, pride, achievement, wellbeing or security, etc.
- 3.2.7 **Officer** means the president, vice presidents and equivalent positions, deans, directors and equivalent positions.

Rewards and Recognition

D1300

3.2.8 **Recognition** means the acknowledgment of achievement, service, merit, etc.

3.2.9 **Reward** is a sum of money or benefit “in kind”, given or received for achievement, service, merit, etc.

4.0 REGULATIONS

- 4.1 MacEwan respects and complies with its obligations under the law and its agreements. Any conflicts between this policy and MacEwan’s legal or contractual obligations are resolved with regard to and compliance with MacEwan’s legal and contractual obligations.
- 4.2 MacEwan, through its executive officers is accountable for establishing and maintaining effective compensation and benefit programs.
- 4.3 MacEwan maintains a comprehensive Employee Recognition Program to acknowledge the service and contributions of its employees.
- 4.4 MacEwan may grant Emeritus status upon distinguished eligible faculty members and administrators.
- 4.5 The executive officer responsible for University Services is accountable for executive oversight of this policy and associated matters.
- 4.6 The officer responsible for University human resources is responsible for implementing this policy and for the development, communication and oversight of related operational policies, procedures and programs that support the guiding principles expressed in this policy.
- 4.7 MacEwan, through the department responsible for human resources, makes regular and full public disclosure of compensation for those officers identified by the Office of the Auditor General.
- 4.8 Administrative staff and supervisors are responsible to operate within the guidelines and parameters established by MacEwan and the terms of related collective agreements in matters pertaining to rewards and recognition.
- 4.9 Responsibility for compliance with MacEwan policies and procedures extends to all members of the MacEwan community. Non-compliance may create risk for MacEwan and will be addressed accordingly (see clause 4.5.1 "Respect for the law and University governance" of the University's policy D1200 Code of Conduct - Employees for additional guidance).

FACT SHEET

Relevant Dates

Approved:	2010.02.18
Effective:	2010.02.18
Next Review:	2015.02

Source

Modification History:

2010.02.18	New foundational policy approved by Board Motion 01-02-18-2009/10.
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Accountability

Office of Accountability:	Vice President, University Services
Office of Administrative Responsibility:	Human Resources
Approved By:	The Board of Governors
Contact Area:	Human Resources
Authority:	Employment Standards Code, Alberta Human Rights Act

Related and Associated Matters

Associated Policies and Procedures: D1321 Pension Participation; D1322 Employee Recognition; D1310 Emeritus; D1240 Compensation Policy (proposed to be retired and converted to procedures: Compensation, Classification, and Performance Management)

Related Policies: D1010 Employment Policies for Non-Bargaining Unit Staff; D1020 Employment Policy for Administrative Support and Supervisory Personnel; D1030 Employment Policy for Administrators; D1040 Employment Policy for Officers (Deans and Directors and Equivalent Positions); D1050 Employment Policy for Executive Officers; D1080 Employment Policy for Section and Program Chairs