

Celebration of service Long Service Awards

The celebration of service is celebrated annually to recognize employees long service to Algonquin College. Milestones are recognized beginning at 10 years of service and every 5 years after.

Note: Full-time and Part-time long service are calculated differently. This will lead to differences in calculations if an employee moves from part-time to full-time.

- Calculations as of December 31 of the specific year
- Full-time employees as of December 31 are included in the Full-time calculation
- Full-time employees are defined as the following employee types:
 - Academic
 - Administration
 - Support
- All other employees are assessed using the Part-time employee calculation
- Part-time employees must have worked in the given year to be included in the part-time calculation

Full-time

FT Service

- Continuous Service Date in Workday as of December 31

Full-Time equivalent (FTE) service

- Part-time hours worked previous to Continuous Service Date as FTE years
 - Administrative, Support
 - 1885 hours = 1 year FTE service
 - Academic
 - 648 teaching hours = 1 year FTE service
 - hours/year maximum, Article 11 of ACA
 - 1505 non-teaching hours = 1 FTE
 - hours/year maximum, Article 11 of ACA

Total Service

- Fulltime service + FTE service = Total service. Total full years of service are included
- Example 19.89 years of service = 19 years

Part-Time

- Must have worked part-time in the current year to be included
 - Example 2022 long service awards – must have worked in 2022 to be included
- Part-Time service is based on one year for each year with hours worked.
- Example: any hours worked in 2022 would be counted as 1 year.

Please note this this a recognition of long service only and is not reflection of seniority or service related to pension, benefits or compensation.