

**Service Recognition Policy**

---

**1. Purpose**

The purpose of this policy is to provide for appropriate recognition of employee service to the Municipality during employment, upon retirement or upon resignation.

**2. Service Recognition**

Employees will be entitled to a service Recognition Award in accordance with the following schedule of service milestones:

10 years	\$300
15 years	\$400
20 years	\$500
25 years	\$600
30 years	\$700

An employee may elect to receive cash or a gift, including HST, that does not exceed the amounts on the foregoing schedule. In addition, at each milestone employees shall be awarded a County Pin indicating their years of service

**3. Recognition Upon Retirement**

In addition to any Service Recognition Awards, an employee retiring at or after their 65<sup>th</sup> birthday shall be entitled to a Retirement Award of the same value, and on the same terms, as their next Service Recognition Award would have been, if they had remained employed with the Municipality to their next milestone.

**4. Procedure**

Payroll staff shall advise Human Resources Administrator in November of each year of the last active day or retirement date of employees scheduled to retire, and the anniversary dates of those employees observing service milestones, during the upcoming calendar year. The HR Administrator shall then cause a memo to be sent to each affected employee setting out the date, the approved amount of the pending award, and providing a copy of this Policy.

**5. Resigning Employee Recognition**

In the event of an employee with 5 or more years of service resigning their position with the Municipality prior to their 65<sup>th</sup> birthday, they shall be entitled to a service award on the same terms as Service Recognition Awards, except the maximum amount of the award shall be 1/2 the amount of the next service award they would be entitled to if they continued their employment. An employee who is dismissed for cause or who is a party to litigation brought by or against the Municipality with regard to that person's employment with the Municipality is not eligible for a Service Recognition Award in connection with the termination of their employment..

6. All previous Service Recognition Policies of the Municipality are hereby repealed.

<b>Clerk's Annotation for Official Policy Book</b>	
Date of Notice to Council Members of Intent to Consider (7 days minimum): <u>April 14, 2010</u>	
Date of Passage of Current Policy: <u>May 5, 2010</u>	
I certify that this Policy was adopted by Council as indicated above.	
_____	_____
Clerk	Date