

Service Recognition Policy

1. Purpose

The purpose of this policy is to provide for appropriate recognition of employee service to the Municipality during employment.

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

Employees will be recognized at an annual Service Recognition Ceremony.

3. Recognition Upon Retirement

In addition to any Service Recognition Awards, an employee retiring at or after their 65th 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 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. Human Resources shall then notify 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

An employee who is dismissed 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.

6. Previous Policies

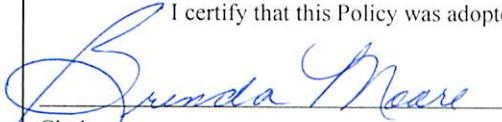
All previous Service Recognition Policies of the Municipality are hereby repealed.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum): January 24, 2018

Date of Passage of Current Policy: February 21, 2018

I certify that this Policy was adopted by Council as indicated above.


Clerk


Date