



## Recognition of Service Employees

<b>Procedure No.:</b> C-1	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Administrative	<b>Authority:</b> Administrative
<b>Effective Date:</b> September 13, 2010	<b>Revision Date:</b> February 10, 2017, November 25, 2019
<b>Review Date:</b> November 2022	<b>Repealed Date:</b>
<b>Supersedes:</b> Policy 74C	
<b>Related Policy No.:</b> C-1	
<b>Related Policy Name:</b> Recognition of Service Policy - Employees	

### Purpose

The purpose is to develop operating guidelines for the employee recognition of service policy.

### Operating Guidelines

#### Years of Service

- 1) Annually Human Resources shall prepare a list of eligible employees for a gift of appreciation for their years of service.
- 2) This list shall be provided to the Administrative Services Department no later than October 1<sup>st</sup> of the preceding year.
- 3) The years of service will commence from the employee's anniversary date, regardless of classification.
- 4) The value of the award will be based on the employee's last anniversary date and their position classification. If the anniversary and retirement fall in the same year, only the retirement award will be presented.
- 5) Approved leaves of absence will not be included in the calculation of length of service.
- 6) The termination of an employee shall be considered a complete break in service. In the event of re-employment, service shall commence from the date of re-employment.



- 7) The Administrative Services Department will be responsible for notifying the Department Manager of their respective employees' anniversary.

### **Gift of Appreciation**

- 8) The Town will provide funding for the gift of appreciation. Funding will be incorporated into the annual operating budget for the coming year.
- 9) The Administrative Services Department shall work with Terryberry, an employee recognition company, to provide a choice of gifts for the employees being recognized.
- 10) The Administrative Services Department shall provide a list of employees being recognized to Terryberry with the employees' emails and years of service so employees may be sent their award listing one month prior to their anniversary date.
- 11) Employees may contribute the value of their recognition gift as a donation in kind to a non-profit organization of their choice.
- 12) Recognition gifts and awards valued at \$500.00 or less are not considered a taxable benefit, and any amount over \$500.00 is a taxable benefit, in accordance with the guidelines set by Canada Revenue Agency.

### **Quarterly Recognition Event**

- 13) Employees receiving a gift of appreciation will be recognized by Council and Management at a quarterly event hosted by the Town during regular business hours.
- 14) The Town will provide funding for the event including beverages and snacks. Funding will be incorporated into the annual operating budget for the coming year.
- 15) The Administrative Services Department shall send invitations to all employees currently employed to attend the event.
- 16) Council will be invited to the Quarterly Recognition Event.

### **Annual Recognition Event**

- 17) Employees will be recognized by Council and Management at an annual event hosted by the Town.
- 18) The Town will provide funding for the event including meals, hall rental, snacks, entertainment and decorations. Funding will be incorporated into the annual operating budget for the coming year.
- 19) The Administrative Services Department shall be responsible for organizing the event.
- 20) The Administrative Services Department shall send invitations to all employees currently employed with one invited guest to be included.



- 21) Council shall be invited to the Annual Recognition Event.

**Retirement**

- 22) Retirement shall be recognized at five (5) years or more service.
- 23) The immediate supervisor will be responsible to inform the Chief Administrative Officer regarding their employee's intentions of retirement.
- 24) A retirement celebration, as deemed appropriate by the employee's Director, with input from the employee, shall be organized by that Director.
- 25) Council shall present a gift of appreciation to the retiring employee.
- 26) The Town shall provide funding to a maximum of \$500.00 to offset costs of a retirement celebration event, such as hall rentals, catered services for the retiree and immediate family members and other miscellaneous expenses as deemed appropriate.

  
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CHIEF ADMINISTRATIVE OFFICER

Dec. 12/2019  
DATE

