

Policy: Employee Recognition Policy

Date Originally Approved: November 24, 2011

Amendment Approved: March 29, 2018

Policy: Employee Service Recognition

Motion: "That the Employee Service Recognition Policy 2011 - 33, be approved, as presented; and

Further that the Policy be effective immediately."

This Amended Policy is current as of: March 29, 2018

Policy Number: 2011 – 33

Policy Subject: Employee Service Recognition Policy

Policy Objective

To formally recognize and to show the appropriate recognition, of employee service, to the Town of Stewiacke, for both service milestones and upon their retirement.

Policy

1. Service Recognition

Employees with five (5) or more years of complete service up to and including 35 years are recognized at the five (5) year service milestones. Recognition occurs during the calendar year in which the milestone occurs; ideally November or December each year.

These service milestones are recognized by presentation each year at a Session of Council as follows:

- 5 years: Certification in presentation folder signed by the Mayor and CAO or designate.
 - 10 years: Certification in presentation folder signed by the Mayor and CAO or designate, a pin with the Town Crest indicating 10 years of service and a gift certificate as chosen by employee in the amount of \$50.00.
 - 15 years: Certification in presentation folder signed by the Mayor and CAO or designate, a pin with the Town Crest indicating 15 years of service and gift certificate as chosen by employee in the amount of \$50.00.
 - 20 years: Certification in presentation folder signed by the Mayor and CAO or designate, a pin with the Town Crest indicating 20 years of service and gift certificate as chosen by employee in the amount of \$100.00.
 - 25 years: Certification in presentation folder signed by the Mayor and CAO or designate, a pin with the Town Crest indicating 25 years of service and in addition the employee will receive a watch bearing an inscription with the twenty five year designation, not exceeding a value of \$250.00.
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- 30 years: Certification in presentation folder signed by the Mayor and CAO or designate, a pin with the Town Crest indicating 30 years of service and gift certificate as chosen by employee in the amount of \$250.00.
- 35 years: Certification in presentation folder signed by the Mayor and CAO or designate, a pin with the Town Crest indicating 35 years of service and gift certificate as chosen by employee in the amount of \$500.00.

2. Recognition upon Retirement

- After the completion of ten (10) years of service, but less than twenty-five (25) years of service an employee will receive a certification in a presentation folder signed by the Mayor and CAO or designated, a gift certificate as chosen by the employee in the amount of \$250.00 and a framed print with the words; Town of Stewiacke, the recipient's name and years of service to the Town. The Presentation will be made at a Council Session.
- After the completion of Twenty-five years of service, or more, an employee will receive a certification in a presentation folder signed by the Mayor and CAO or designated, a gift certificate as chosen by the employee in the amount of ~~\$500.00~~ **\$600.00**, ~~a wall clock or desk clock as selected by the employee bearing an inscription with employee's name and total years of service to the Town of Stewiacke.~~ The Presentation will be made at a Council Session.

Annotation's For Official Policy Book

Date of Council members Review November 10, 2011

Date of Passage of Current Policy: November 24, 2011

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

CAO / Clerk

November 25, 2011
Date