

Title: EMPLOYEES – YEARS OF SERVICE AWARD POLICY

Policy No: 2008

Effective Date: January 8, 2018

Motion Number: 18.01.17

Supersedes Policy No: CO-13



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

“A Great Place to Live, Work and Play”

Purpose: The purpose of policy is to give recognition and show appreciation for the years of service received from staff for their dedication and commitment to the Municipal District of Greenview No. 16 (Greenview).

DEFINITIONS

1. None

POLICY

1. This policy applies to all staff (permanent full time, permanent part time, and seasonal).

PROCEDURE

1. Recipients of the “Years of Service Award Program” will be presented with a gift of appreciation in the value identified as follows:

| | | | |
|----------|-------------------|----------|--------------------|
| 3 Years | \$ 100 value gift | 18 Years | \$ 350 value gift |
| 6 Years | \$ 150 value gift | 21 Years | \$ 400 value gift |
| 9 Years | \$ 200 value gift | 24 Years | \$ 500 value gift |
| 12 Years | \$ 250 value gift | 27 Years | \$ 750 value gift |
| 15 Years | \$ 300 value gift | 30 Years | \$1,000 value gift |

2. The Years of Service Awards will be presented to the individuals receiving the awards at Greenview’s annual summer or winter events.
3. Should a retirement or resignation occur between the years listed above, Council will give a gift in recognition closest to the value based on years of service with Greenview. For any employee who is less than 1.5 years of service, Council will give a recognition gift valued at \$50. Administration will advise Council regarding the less than 1.5 years of service awards via the monthly manager’s reports.
4. A record is to be kept on all employees to indicate the number of complete years of service.
5. Awards will be issued only after completion of the years of service.
6. The “Years of Service Award Program” recognizes permanent part time, casual, seasonal employees based on hours of employment equating to one year of service.