

**Title: Employee Years of Service Awards**

**Policy No: 2008**

**Effective Date: October 10, 2023**

**Motion Number: 23.10.517**

**Supersedes Policy No: 2008**

**Department: Human Resources**

**Review Date: October, 2026**



**Legal References:**

Canada Revenue Agency – Employers’ Guide:  
Taxable Benefits and Allowances

**Cross References:**

*Not applicable*

**Purpose:** The purpose of the policy is to give recognition and show appreciation for the years of service received from staff for their dedication and commitment to Greenview.

## 1. DEFINITIONS

1.1. **Greenview** means the Municipal District of Greenview No. 16.

## 2. POLICY STATEMENT

2.1. The “Years of Service Award Program” recognizes permanent part-time, casual, seasonal employees based on hours of employment equating to one year of service.

2.2. A record of all employees will be kept indicating the number of complete years of service.

2.3. The Years of Service Award may be considered a taxable benefit in accordance with the Canada Revenue Agency.

2.4. The Years of Service Awards will be presented to the individuals receiving the awards at a Greenview event.

2.5. Should a retirement or resignation occur between the years listed in section 2.7, Council will give a gift in recognition closest to the value based on years of service with Greenview.

2.6. Awards will be issued only after completion of the years of service.

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

Years of Service	Gift Value	Years of Service	Gift Value
3 Years	\$100	18 Years	\$350
6 Years	\$150	21 Years	\$400
9 Years	\$200	24 Years	\$500
12 Years	\$250	27 Years	\$750
15 Years	\$300	30 Years	\$1,000