

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>		<u>TITLE OF POLICY</u>
PE-14		Employee Service Recognition
Approval	D/M/Y	Resolution #
Adopted	25/04/2016	16.139
Amended	10.04.2017	17.146

STATEMENT:

The Town of Vulcan recognizes that its employees are a valuable resource and will set out a program of recognition for the contributions and commitment of staff for their service to the Town. The intent of this policy is to provide guidelines to determine when awards can be given to employees from Council in appreciation for their service.

1. Eligibility

1.1 Employees who are continuously employed by the Town on a full time or part time basis for at least 26 weeks per year and at least 20 hours per week are eligible for service awards. Leaves such as parental leave or disability leave approved in accordance with the Personnel Policy will not discount an employee's length of service for the purpose of this policy.

2. Retirement Awards

2.1 Retirement determined by LAPP rules for "Unreduced Pension" apply, with the exception that the employee must have at least 5 (five) years' service with the Town. (Employees must meet the rules of unreduced pension – age 65 or the 85 factor, to qualify for retirement award.)

2.2 Past service of every retiring employee to whom this policy applies will be recognized as follows:

- (a)** A retirement celebration, as deemed appropriate by the employee's immediate management supervisor will be organized by that supervisor;
- (b)** The Town will contribute an amount established in the Rates and Fees bylaw to offset the costs associated with staging the celebration event;
- (c)** The retiring employee will be acknowledged for their years of service, and will be presented with a plaque and an appropriate gift selected by the Municipal Administrator in conjunction with the employee, from a local retailer, with a value established in the Rates and Fees Bylaw.

Any gifts over \$500 are taxable benefits according to CRA regulations

TOWN OF VULCAN

Policy Manual

- 2.3 At an employee's request and in lieu of a gift, The Town of Vulcan may make a charitable donation on behalf of the employee to a charity of the employee's choice registered with the Canada Revenue Agency.
- 2.4 Awards will be presented by the Mayor, in conjunction with the retirement celebration.

3. Continuous Service Awards

- 3.1 Length of service will be recognized in five year increments beginning with the first five years of employment.
- 3.2 Employees will be acknowledged for their continuous years of service, and will be presented with a certificate of recognition and an appropriate gift selected by the Municipal Administrator in conjunction with the employee, from a local retailer according to years of service and the price range established in the Rates and Fees Bylaw.

Any gifts over \$500 are taxable benefits according to CRA regulations

- 3.3 At an employee's request and in lieu of a gift, The Town of Vulcan may make a charitable donation on behalf of the employee to a charity of the employee's choice registered with the Canada Revenue Agency.
- 3.4 The achievement of each employee's significant employment anniversary will be recognized at a regular council meeting following the date upon which the employee achieves the significant anniversary.
- 3.5 Awards will be presented by the Mayor, and the Municipal Administrator.

- END OF POLICY-