



POLICY MANUAL

POLICY NUMBER: CORPORATE-008

SUBJECT: EMPLOYEE RECOGNITION AWARDS

**POLICY STATEMENT:
(Purpose/Objective)**

The municipality will honour employees commencing at five (5) years of continuous active service to the municipality, and every 5 years afterwards, as well as formally recognize retiring employees. In addition, the municipality will recognize staff who acquires outstanding academic achievements.

RELATED POLICY PROCEDURES/GUIDELINES:

Employees attaining 5 years of full-time service, and every 5 years afterwards will receive a gift in recognition for their years of service.

Service, for the purpose of employee recognition, is defined as full-time active service with no breaks in service.

Full-time employees who retired from the Municipality in the previous calendar year will receive a retirement gift in recognition of their years of service and retirement. This recognition will occur only once.

Gifts will be dependent on Council approval of budget.

Date of Enactment:
April 19, 1985

Related By-law Number/Staff Report
Number:
70-2010 (consolidation)
26-2017 (CS2017-020)

Review and Amendment Dates: March 23, 1987, November 26, 2002 March 2009 (Review) June 2010 (consolidation) February 28, 2017	Department Responsible for Review: Human Resources
Date of Next Review: 2021	Applicable Legislation/Legislative Authority: