

COUNTY OF ST. PAUL #19

Policy Number

PER-15

Title
Employee/Council Service
Awards

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Date Approved

April 11, 2006

Objective:

The County of St. Paul No. 19 recognizes that its employees are its most valuable resource and wishes to ensure that the contributions and commitment made by employees are acknowledged in ways that reflect the underlying values of public service and that recognition practices are sustained. The intent of this policy is to provide guidelines to determine when awards can be given to employees and elected officials from the County in appreciation for their service.

Procedure:

Service Eligibility:

a) The County of St. Paul No. 19 will present awards to honour employees and elected officials with five or more years of service. Employees/elected officials will be honoured at the annual holiday party held in November or December.

b) Service awards will be given to the following categories of employees/elected officials:

- Full-time employees
- Part-time employees
- Seasonal employees
- Casual employees
- Elected officials

c) Individuals serving the County on a contract basis do not have employee status and will not be considered for service awards. Those employees' status that moves from employee to contract employee may be eligible for awards under this policy. This determination will be solely at the discretion of the Chief Administrative Officer.

d) The commencement date for which service awards will be based shall begin January 1st and end December 31st. An employee will qualify for a service award if their fifth or multiple-of-fifth anniversary date occurs on or before December 31st of that year.

e) For the purpose of service awards, any approved leave of absence, with or without pay, will not be considered a break in service provided there is no resignation, but will not be credited as service during the leave of absence.

f) Employees who resign in good standing or have been laid off after completing their fifth (or tenth, fifteenth, twentieth, etc.) year of employment will be eligible to receive a service award at the annual Christmas party.

g) No changes shall be made to existing service calculations that have been made prior to this policy being in effect.

Long Service Awards:

a) Long service awards will be awarded to eligible employees and elected officials at the completion of each five year phase of continuous employment.

b) For each five year increment the following items will be awarded:

- 5 Years – 5 Year pin, \$50 gift
- 10 Years – 10 Year pin, \$100 gift
- 15 Years – 15 Year pin, \$150 gift
- 20 Years – 20 Year pin, \$300 gift
- 25 Years – 25 Year pin, \$500 gift
- 30 Years – 30 Year pin, \$1000 gift
- 35 Years – 35 Year pin, \$1,500 gift

Retirement:

a) The County of St. Paul No. 19 will present a gift to each full-time or part-time employee who retires at the annual holiday party held in November or December, or at another appropriate time. A cake may also be provided at the County office or Public Works Shop.

b) Gift values will be as follows:

- 5-10 years - \$200
- 10-15 years - \$300
- 15-20 years - \$400
- 20-25 years - \$500
- 25-30 years - \$600
- 30-35 years - \$700
- 35+ years - \$800

c) If an employee receives a retirement award and returns to work within twelve months and become eligible for a retirement award thereafter, then the value of the first award will be subtracted from the second award before honouring the employee.

d) Notwithstanding the above guidelines, the County Administrative Officer will deal with all exceptional situations.

	Date
Approved by Council	September 14, 2010
Amended	
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