



COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY 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 from the County in appreciation for their service.

POLICY STATEMENT:

A) GENERAL MATTERS:

- 1) **The Finance Technician shall be notified annually of all employees receiving service awards or retirement gifts.**

B) SERVICE ELIGIBILITY:

- 1) The County of St. Paul No. 19 will present awards to honour employees with five or more years of service. Employees will be honoured at the annual Christmas party held in November or December.
- 2) Service awards will be given to the following categories of employees:
 - Full-time employees
 - Part-time employees
 - Seasonal employees
 - Casual employees
 - Elected officials
- 3) 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.

- 4) 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.
- 5) 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.
- 6) No changes shall be made to existing service calculations that have been made prior to this policy being in effect.

C) LONG SERVICE AWARDS:

- 1) Long service awards will be awarded to eligible employees and elected officials at the completion of each five year phase of continuous employment.
- 2) For each five year increment the following items will be awarded:
 - 5 Years – \$50 gift
 - 10 Years – \$100 gift
 - 15 Years – \$150 gift
 - 20 Years – 20 Year pin, \$300 gift
 - 25 Years – \$500 gift
 - 30 Years – \$1000 gift
 - 35 Years – \$1,500 gift
- 3) Employees may be awarded a non-cash long service award valued at \$500.00 or less, tax free. Any amount over \$500.00 is a taxable benefit.
- 4) Employees may be awarded near-cash items that function as cash including but not limited to, gift certificates, gift cards, or an item that can be easily converted into cash. Near-cash awards are a taxable benefit.
- 5) The \$500.00 exemption for long service awards does not affect the \$500.00 exemption for other gifts in the year an award is given.

D) RETIREMENT GIFTS:

- 1) 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 an appropriate time.

- 2) Gift values will be as follows: (part-time employees will receive a prorated gift based on full-time employment)
- 5-9 years - \$200
 - 10-14 years - \$300
 - 15-19 years - \$400
 - 20-24 years - \$500
 - 25-29 years - \$600
 - 30-34 years - \$700
 - 35+ years - \$800
- 3) If an employee receives a retirement award and returns to work within twelve months and becomes eligible for a retirement award thereafter, then the value of the first award will be subtracted from the second award before honouring the employee.
- 4) Notwithstanding the above guidelines, the Chief Administrative Officer will deal with all exceptional situations.
- 5) Employees may be given non-cash retirement gifts with a combined value of \$500.00 or less, tax free. Any amount over \$500.00 is a taxable benefit.
- 6) Employees may be given near-cash gifts that function as cash including but not limited to, gift certificates, gift cards, or an item that can be easily converted into cash. Near-cash awards are a taxable benefit.
- 7) The \$500.00 exemption for retirements gifts does not affect the \$500.00 exemption for long service awards in the year a gift is given.
- E) VOLUNTEER BOARDS:**
- 1) Council may recognize, at its discretion, staff, groups, or individuals for their extra-curricular or other outstanding contributions.