

## ***EMPLOYEE SERVICE RECOGNITION POLICY***

### **OBJECTIVES**

The objectives for the policy are:

1. To formally recognize and show appreciation for service milestones of employees of the Municipality of the County of Victoria.

### **POLICY**

Employees with five (5) or more years of complete service up to and including 40 years are recognized at five (5) year service milestones. Recognition occurs during the calendar year in which the milestone occurs, ideally in November or December of each year at a staff social or similar function.

As a minimum, the following awards are recognized for complete years of service to the Municipality.

5 years	Certificate or plaque
10 years	Certificate or plaque and a gift in the amount of \$50.00
15 years	Certificate or plaque and a gift in the amount of \$100.00
20 years	Certificate or plaque and a gift in the amount of \$200.00
25 years	Certificate or plaque and a gift in the amount of \$250.00
30 years	Certificate or plaque and a gift in the amount of \$500.00
35 years	Certificate or plaque and a gift in the amount of \$1,000.00
40 years	Certificate or plaque and a gift certificate in the amount of \$1,500.00

### **HUMAN RESOURCES STAFF RESPONSIBILITIES**

1. Human Resources staff shall advise in January of each year of the anniversary dates of those employees observing service milestones during that calendar year.
2. Human Resources staff shall ensure that milestone awards are available for presentation.
3. Human Resources staff may delegate responsibilities for co-ordinating the function to another employee.

I certify this to be a true copy of the "*Employee Service Recognition Policy*" as adopted by the Council of the Municipality of the County of Victoria at a meeting held on November 3, 2014.



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A. W. (Sandy) Hudson, CAO