

**Town of Deep River
POLICY / PROCEDURE MANUAL**

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY NO.: H-004
POLICY NAME: Employee Service Recognition				
DATE OF ORIGIN:	REVIEW DATE:	REVISION DATE:	APPLICABLE TO:	PAGE NUMBERS:
Oct. 11, 2006	Nov. 2021	Dec. 15, 2021	All Employees	1 to 2

APPLICATION

This policy applies to all full-time employees of the Corporation, with noted exceptions.

1 POLICY STATEMENT

It is the policy of the Corporation to recognize, in a tangible way, the contribution made by long-serving employees. The experience of employees who maintain an employment relationship with the Town over an extended period adds value to their contribution beyond that which is measured by regular compensation.

In some cases this recognition is mandated by collective agreements in the form of service pay; the provisions of this policy do not apply to employees who are the beneficiaries of such collective agreement terms.

2 RECOGNITION

2.1 When an employee to whom this policy applies completes a period of continuous full-time employment with the municipality which is a multiple of 5 years (i.e., 5 years, 10 years, 15 years, etc.) the Town will provide the employee with a monetary gift for the number of years of service multiplied by \$15.00 (i.e. \$75.00 after 5 years, \$150.00 after 10 years, etc.) in addition to a memento from the Town.

- 2.2 Where possible within a reasonable time after the employment anniversary giving rise to an entitlement under this policy, the Mayor, or Reeve, or CAO shall present the monetary gift and memento to the employee at a suitable public event or staff gathering.
- 2.3 The CAO of the municipality shall be responsible to ensure that anniversary dates are observed as required under this policy, and that appropriate monetary gifts and mementos are provided to employees.

3 RETIREMENT

- 3.1 When an employee to whom this policy applies retires from employment with the municipality, the Town will provide the employee with a monetary gift for the number of years of service multiplied by \$15.00, in addition to a memento from the Town to be chosen by the CAO, in consultation with Senior Staff, and based on known preferences of the retiring employee.