

<b>POLICY NO:</b>	PE 024
<b>POLICY TITLE:</b>	EMPLOYEE LONG SERVICE/RETIREMENT RECOGNITION
<b>DEPARTMENT:</b>	PERSONNEL
<b>APPROVAL DATE:</b>	15-05-99 (May 11, 1999)
<b>REVISION DATE:</b>	52-09-99; 09-01-00; 16-11-02; 44-11-04; 71-09-06; 37-02-07; 82-01-08; 35-04-10; 44-10-13; 35-12-14 (December 9, 2014)
<b>REVIEW DATE:</b>	

**Background:**

County Council believes that employer-employee relations can be enhanced through the recognition of long-term employment and retirement.

**Long Service Recognition Criteria:**

1. Long Service will be recognized after the completion of 5, 10, 15, 20, 25, 30, 35 years and over, of continuous service including those who choose to retire from services to the County.
2. Service will be considered even for an approved leave of absence or eligible personal or sick leave. However, leaves in excess of one (1) year will not be counted as periods of service.
3. Service of an employee will be recognized, for the purpose of this policy, on the basis of the actual months (any day in a month) worked. For seasonal employees, a minimum of four (4) months of employment per year will be equal to one (1) year of service, for long service recognition only.
4. Subject to "2", length of service for the purpose of this policy will be defined as the length of time that an employee has been employed continuously by the County of Vermilion River.
5. Employees who reach the service benchmarks established, but who leave the employ of the County of their own volition before awards are presented each year, will have an appropriate gift selected for them by their Supervisor and presented at the yearly employee long service awards ceremony .
6. Employees who reach the service benchmarks established, but who leave the employ of the County at the County's request, before the awards are presented each year, lose their eligibility for an award.

**Guidelines:**

1. Long service entitlements will be established, based on the length of service to December 31<sup>st</sup> of the year the presentation is to be made, with awards to be presented at one of the County established events each year that incorporates employee attendance.
2. Suitable awards will be purchased using the following as a guideline:
  - a. The value of the long service awards will be based on approximately \$50.00 per year starting after the 10<sup>th</sup> year of service to the County.
  - b. The select service award shall be as follows:
    - i. 5 YEARS                      Outerwear (budget \$50.00) [eg. Higher end golf shirts with County logo on the front, service year on the sleeve]
    - ii. 10 YEARS                     \$150 gift card plus gift [eg. Drinking glasses or coffee mugs (set of 4)]
    - iii. 15 YEARS                    \$400 gift card plus gift [eg. Drinking glasses or coffee mugs (set of 4)]
    - iv. 20 YEARS                    \$250 (brand name watch with County engraving) plus \$400 gift card
    - v. 25 YEARS                     \$400 (luggage County logo) plus \$500 hotel gift card
    - vi. 30 YEARS                    \$300 (leather embossed coat) plus \$850 travel voucher
    - vii. 35 YEARS                    \$1400 travel voucher
    - viii. 40+ YEARS                would be at the discretion of senior management

A variance of award may be dependent upon the selection by senior management

**Departure Recognition**

**Criteria for Retirement/Parting:**

An employee must have a minimum of five (5) years of service to be eligible for the following retirement or parting award:

1. Retirement between the below listed years will be as follows:
  - a. 5-10 years                      \$50
  - b. 10-15 years                     \$100
  - c. 15-20 years                    \$150
  - d. 20-25 years                    \$200
  - e. 25-30 years                    \$250
  - f. 30-35 years                    \$300
  - g. 35+ years                      \$350

All retirees will receive a complimentary Thank You card and decorative cake from the County.

Council will recognize Elected Official's service to the ratepayers of the County of Vermilion River by presenting a standard token of appreciation, as approved by Council, to departing Councillors;

1. After the end of the elected official's final term of office
2. Regardless of the number of terms or years of public service to the ratepayers of the County