



MUNICIPALITY OF THE COUNTY OF KINGS
Service Awards Policy

Creation Date: June 18, 2013
Approval Date: July 2, 2013
Revision Date: August 2, 2016
(effective November 1, 2016)

Policy Category: Human Resources
Next Review Date: June 18, 2016
Replaces: HR Policy 5.003

1. Purpose:

It is the policy of the Municipality of the County of Kings to recognize our Employees' years of service through the Service Awards Policy.

2. Objective:

2.1 **Objectives** of this policy are to:

- a. ensure that years of service both in-service and upon retirement are recognized by the Municipality;
- b. define eligibility criteria for monetary awards;
- c. outline acceptable expenses for any social events regarding an Employee's retirement;
- d. establish the responsibilities of staff and Council.

3. Responsibilities:

3.1 **Council** will:

- a. ensure that the Municipality of the County of Kings has in place a Service Awards Policy; and
- b. review, amend, and adopt changes to the Service Awards Policy.

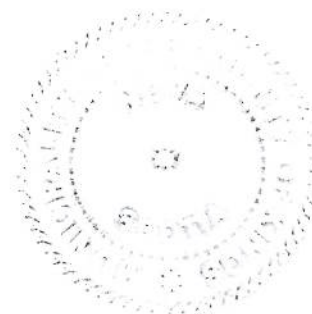
3.2 The **Chief Administrative Officer** will:

- a. administer and implement the Service Awards Policy of the Municipality;
- b. identify necessary revisions to the Service Awards Policy in consultation with other Council and managerial staff; and
- c. ensure that staff are advised of the Service Awards Policy as located in the Policy Manual.

3.3 **Employees** will:

- a. be familiar with, and act in accordance with, the Service Awards Policy.

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MUNICIPALITY OF THE COUNTY OF KINGS

Service Awards Policy

4. Long Service Awards

The Municipality of the County of Kings will annually recognize Employees who have been employed in the Municipality of the County of Kings for an extended period of time at the December Committee of the Whole session. Long-Service Awards will be presented by the Mayor.

Five Years: Upon completion of five (5) years of service an Employee will receive a certificate of recognition signed by the Chief Administrative Officer and the Mayor and a pin bearing the Municipality of the County of Kings crest indicating five (5) years of service.

Ten Years: Upon completion of ten (10) years of service an Employee will receive a certificate of recognition signed by the Chief Administrative Officer and the Mayor and a pin bearing the Municipality of the County of Kings crest indicating ten (10) years of service.

Fifteen Years: Upon completion of fifteen (15) years of service an Employee will receive a certificate of recognition signed by the Chief Administrative Officer and the Mayor, a pin bearing the Municipality of the County of Kings crest indicating fifteen (15) years of service and a \$150 cash award.

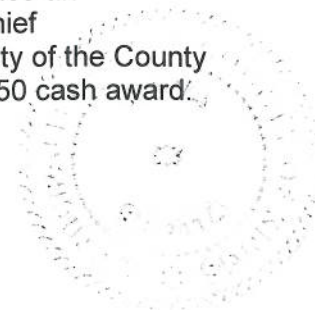
Twenty Years: Upon completion of twenty (20) years of service an Employee will receive a certificate of recognition signed by the Chief Administrative Officer and the Mayor, a pin bearing the Municipality of the County of Kings crest indicating twenty (20) years of service and a \$200 cash award.

Twenty Five Years: Upon completion of twenty-five (25) years of service an Employee will receive a certificate of recognition signed by the Chief Administrative Officer and the Mayor, a pin bearing the Municipality of the County of Kings crest indicating twenty-five (25) years of service and a \$250 cash award.

Thirty Years: Upon completion of thirty (30) years of service an Employee will receive a certificate of recognition signed by the Chief Administrative Officer and the Mayor, a pin bearing the Municipality of the County of Kings crest indicating thirty (30) years of service and a \$300 cash award.

Thirty-five Years: Upon completion of thirty-five (35) years of service an Employee will receive a certificate of recognition signed by the Chief Administrative Officer and the Mayor, a pin bearing the Municipality of the County of Kings crest indicating thirty-five (35) years of service, and a \$350 cash award.

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MUNICIPALITY OF THE COUNTY OF KINGS

Service Awards Policy

5. Leaving Recognition Upon Retirement

5.1 The Municipality of the County of Kings will recognize Employees and their years of service upon retirement from the Municipality. Retirement awards will be presented by the Mayor.

It is the intent of article 5.1 of this policy to be at parity with the Union and its collective agreement language. **Non Unionized Employees** will follow article 5.1 of this policy or the collective agreement – whichever is greater.

A Non Unionized Employee who retires after attaining the age of fifty-five (55) shall receive a payment of \$75.00 for each complete year of service with the Employer. Once the Employee reaches 15 years of service the payment shall be \$125.00 for each complete year of service.

Unionized Employees' years of service upon retirement are recognized under the collective agreement. Article 5.1 of this policy does not apply to Unionized Employees.

5.2 If a social function is acceptable, it shall be the responsibility of the concerned Manager for arrangements. The cost of the function shall be borne by the service area and costs are not to exceed the meal allowance per diem per person to a maximum of \$400. Article 5.2 of this policy applies to both Union and Non Unionized Employees.

Elected officials may be invited to any social function honouring the Employee.

6. Related Responsibility

Human Resources shall advise all Managers in January of Each Year:

- The last active day or termination of all Employees scheduled to retire in the calendar year.
- The anniversary dates of those Employees observing 5, 10, 15, 20, 25, 30 and 35 years of service milestones in a calendar year.

The concerned service area shall contact the Employee to ascertain if a social function is acceptable in the case of retirement.

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