

	Policy Name:	Employee Recognition & Long-Term Service Policy		Policy No: CLK01-2024
	Department:	Clerks		
	Effective Date:	XX-2024		
	Date Revised:			
	Authority:	By-Law No. XX-2024	Repealed Authority:	

1.0 Policy Statement

The Municipality of Arran-Elderslie is committed to recognizing and acknowledging the valuable contributions that employees make to the organization at designated service intervals, up to retirement.

2.0 Statement of Principles

- 2.1 Employees will be presented with long-term service awards and retirement recognition based on their years of service with the Municipality.
- 2.2 The Municipality believes that long-term service commitment of employees provides benefits to the Municipality including the retention of valued expertise, organizational stability and lower turnover, and the creation of a positive and supportive work environment.
- 2.3 This policy shall be reviewed every term of Council from the date it becomes effective, and/or sooner at the discretion of the Chief Administrative Officer or their designate.

3.0 Definitions

- 3.1 The following terms shall have the following meanings in this Policy:
 - (a) "CAO" means the Chief Administrative Officer of the Municipality;
 - (b) "Clerk" means the Clerk of the Municipality;
 - (c) "Council" means the council for the Municipality;
 - (d) "Employee" means all permanent full-time and part-time, union and non-union employees that meet the prescribed criteria for recognition, except for fire fighters that receive recognition under another practice, process or policy.

4.0 Long Service Awards

4.1 The Municipality of Arran-Elderslie will annually recognize employees who have been employed in the Municipality for an extended period of time at the final Council meeting of the year in December. Long Service Awards will be presented by the Mayor and/or Deputy Mayor.

Eligibility for a long-term service award will be determined by the following:

- a) The member's original hire date will be used for the purposes of calculating the number of years for the Long-term Employee Recognition.
- b) In the event of a break of service, a new initial hire date shall be established on the date of re-employment, and previous service may not be counted.

Long-term awards will be given to eligible recipients which will include a "Certificate of Recognition" on behalf of Council.

A long-term award recipient will receive a gift certificate to their store of choice with the value based on their years of service. Chief Administrative Officers and Council will not receive a monetary gift.

Years of Service	Maximum Value Gift Certificate
5 years	\$50.00
10 years	\$100.00
15 years	\$150.00
20 years	\$200.00
25 years	\$250.00
30 years	\$300.00
35 years	\$350.00

5.0 **Retirement Recognition**

- 5.1 Retirement recognition is intended to acknowledge an employee's contribution throughout his/her employment in municipal government and marks a significant life transition. Employees with full-time or permanent part-time status shall have both their years of service and retirement recognized.
- 5.2 Employees retiring from the Municipality of Arran-Elderslie shall receive a gift on behalf of the Municipality, which the value will be \$250.00. This can be used for a gift certificate of their choice.
- 5.3 Costs associated with the recognition of retirement will be the responsibility of the respective department's budget.
- 5.4 Employees receiving service recognition in a retirement year shall receive both the service recognition award and the retirement recognition award.
- 6.0 Chief Administrative Officers and Council will not receive a monetary gift.