



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: June 24, 2024

Subject: SRCLK.2024.03 - Employee Recognition & Long-Term Service Policy

Report from: Christine Fraser-McDonald, Clerk

Appendices: Appendix A – Draft Employee Recognition & Long-Term Service Policy
Appendix B – By-law 70-13 – Long Term Service Award Policy

Recommendation

Be It Resolved that Council hereby,

1. That Council hereby approves the Employee Recognition & Long-Term Service Policy; and
2. That Council directs staff to prepare the necessary by-law, including rescinding By-law 70 -13, for the next available Council meeting.

Report Summary

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.

Background

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.

Analysis

The existing Long Term Service Award Policy is over 10 years old and requires updating.

The existing policy only recognizes 15 and 25 years of service and the years of service from the date of permanent hire and does not recognize part-time years of service.

It should also be noted that there have been issues with the determination of an employee's original hire date for this policy. The creation of this policy will eliminate this issue by the use of the following inclusion:

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

- **The member's original hire date will be used for the purposes of calculating the number of years for the Long-term Employee Recognition.**
- **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 shall not be counted.**

Long-term service recipients will receive a Certificate of Recognition on behalf of Council as well as a gift certificate to the store of their choice with the value based on their years of service.

Several municipalities were polled for this report regarding their policies:

Municipality	Award
Northern Bruce Peninsula	<ul style="list-style-type: none">• \$20 for each year at 5-year increments• Retirement Allowance for \$500 (gift or party)
Saugeen Shores	<ul style="list-style-type: none">• Recognition for years of service in 5 year increments• Gift from local vendor as token of appreciation• In lieu of gift, employees may opt for a paid day to contribute to a local charity or for a charitable donation• Retirement Allowance - Gift from local vendor as token of appreciation and Gift from local vendor as token of appreciation or in lieu of gift, employees may opt for a paid day to contribute to a local charity or for a charitable donation

<p>Huron-Kinloss</p>	<ul style="list-style-type: none"> • 5 years - \$50 dinner/food gift certificate • 10 years – clock with engraved plaque not to exceed \$100 in value • 15 years - \$150 gift certificate • 20 years - \$200 gift certificate • 25 years - \$250 gift certificate • 30 years - \$300 gift certificate <ul style="list-style-type: none"> • Retirement Gift – for employees with 15 years or more of service – gold watch or bracelet not to exceed \$300 in value as well as a retirement recognition function for 15 or more years. An employee may forego the function and, in such case, \$1500 will be donated to a charity of their choice in their honour.
<p>Kincardine</p>	<p>Employee will receive a certificate of achievement, municipal pin and a gift card of their choice as noted below</p> <ul style="list-style-type: none"> • 5 years - \$50 • 10 years – \$200 • 15 years – will receive one additional floater day • 20 years - \$400 • 25 years - \$500 • 30 years - \$300
<p>Brockton</p>	<ul style="list-style-type: none"> • 2 years – Item (Max \$50 Value) • 5 years and Every 5 Years After Until an Employee Retires – Item (Max \$100 Value) with increase of \$50 for every five years of service <p>The retiring employee shall have the choice to select between three options:</p> <ul style="list-style-type: none"> ➤ Choose to receive just a gift, or ➤ Choose to only have a retirement event, or ➤ Choose to have a combination of both a gift and a retirement event. <p>The total value that the Municipality of Brockton will fund towards the retirement gift, event or combination of gift and event is \$250.00</p>

Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

Financial Impacts/Source of Funding/Link to Procurement Policy

There would be minimal financial impact as costs associated with the recognition of retirement will be the responsibility of the respective department's budget.

Gift certificates are not a taxable benefit unless an employee retires on a milestone year and they receive two (2) awards that total over \$500.00. This would then be a taxable benefit.

Approved by: Sylvia Kirkwood, Chief Administrative Officer