



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: P32
SECTION: PERSONNEL POLICY	POLICY TITLE: EMPLOYEE RECOGNITION

**1. APPLICATION**

1.1. This policy applies to all ~~permanent~~ full time ~~and part-time~~, ~~salaries~~, permanent employees of the Municipality of Argyle.

**2. PURPOSE**

2.1. The purpose of this policy is to ensure that years of service are recognized by the Municipality of Argyle.

**3. SERVICE MILESTONES RECOGNITION**

3.1. Employee with five (5) or more years of complete service up to and including 30 years are recognized at five (5) year service milestones. Recognition occurs during the calendar year in which the milestones occurs, ideally in November or December of each year.

3.2. These service milestones will be in the form of a social or similar function. Council, Senior Management, reporting Managers/Supervisors, award recipients and their spouses/partners shall be invited to the social or similar function.

3.3. The following service awards are recognized for complete years of service to the Municipality:

**5 years**

3.3.1. Certificate in presentation folder signed by the Warden and CAO or designate and a gift as chosen by the employee in the amount of \$25 ~~\$50~~ plus one (1) day vacation to be used in the following calendar year.

**10 years**

3.3.2. Certificate in presentation folder signed by the Warden and CAO or designate and a gift as chosen by the employee in the amount of \$75 ~~\$100~~ plus two (2) day vacation to be used in the following calendar year.

**15 years**

3.3.3. Certificate in presentation folder signed by the Warden and CAO or designate and a gift as chosen by the employee in the amount of \$150 ~~\$200~~ plus two (2) day vacation to be used in the following calendar year.



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### **20 years**

3.3.4. Certificate in presentation folder signed by the Warden and CAO or designate and a gift as chosen by the employee in the amount of ~~\$250~~ **\$300** plus two (2) day vacation to be used in the following calendar year.

### **25 years**

3.3.5. Certificate in presentation folder signed by the Warden and CAO or designate and a gift as chosen by the employee in the amount of ~~\$300~~ **\$400** plus two (2) day vacation to be used in the following calendar year.

### **30 years**

3.3.6. Certificate in presentation folder signed by the Warden and CAO or designate and a gift as chosen by the employee in the amount of ~~\$500~~ plus two (2) day vacation to be used in the following calendar year.

3.4. In no circumstance will alcohol or cannabis be eligible as a gift for a service milestone.

## **4. HUMAN SRESOURCES RESPONSIBILITIES**

4.1. Human Resources shall advise Managers in January of each year of the anniversary dates of those employees observing service milestones during that calendar year.

4.2. Human Resources shall ensure that milestone awards are available for the social or similar function when the award will be presented.

4.3. Human Resources shall ensure that service milestones awards are available and designate the appropriate time and manner for delivery of the awards.

4.4. Human Resources may delegate responsibilities for coordinating the social or similar function to another employee.



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	November 27, 2018
Date of Passage of Current Policy	December 11, 2018
Date of Notice to Council Members of Intent to Consider – Amendment	
Date of Passage of Current Policy - Amended	
I certify that this policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date

DRAFT AMENDMENTS