

THE CORPORATION OF THE TOWNSHIP OF O'CONNOR

POLICY FOR EMPLOYEE SERVICE RECOGNITION

PURPOSE:

To establish a policy that ensures that employees of the Township of O'Connor are recognized for their valuable service and contributions towards the successful operation of the Township.

“Employees” shall mean for the purpose of this Policy, regular full-time, regular part-time and seasonal employees of the Township of O'Connor who receives an hourly rate of pay.

POLICY STATEMENT:

The Township of O'Connor recognizes the dedication and commitment of its Employees to the Township and are committed to honouring those individuals at milestones, throughout their career, through a uniform and consistent recognition program.

PROCEDURE:

Township of O'Connor full-time, regular part-time and seasonal employees that have provided the Township with a long history of commitment, dedication and exceptional service, and who have been with the Township of O'Connor for a period of at least five years, will be recognized with a Service Certificate and Service Award as follows:

- 5 Years of Service - \$ 50.00
- 10 Years of Service - \$100.00
- 15 Years of Service - \$150.00
- 20 Years of Service - \$200.00
- 25 Years of Service - \$250.00
- 30 Years of Service - \$300.00
- 35 Years of Service - \$350.00
- 40 Years of Service - \$400.00
- 45 Years of Service - \$450.00

Service awards will be in the form of a cheque.

Eligible employees shall be initially recognized based on their anniversary date and the closest year of service award (e.i. an employee with 17 years of service shall be awarded the 15 year service award). No accumulation of previous service awards prior to that closest award recognition date shall be given.

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The first service award will be calculated based on years of service as of December 31, 2019.

The Clerk-Treasurer shall provide Council each January with the years of service for Employees and will coordinate the presentation of service certificates and service awards at an annual municipal event of Council's choosing.

Employees who resign or are terminated are not eligible for a service certificate or service award.

It will be at the discretion of Council as to the service award for Employees who leave through retirement.

EFFECTIVE DATE:

This policy shall come into effect as of January 27, 2020.

Reference: Resolution #7, January 27, 2020