

DISTRICT OF CARLETON NORTH

EMPLOYEE RECOGNITION – LONG SERVICE & RETIREMENT POLICY

POLICY NO. HR-3

Category:	Human Resources
Policy Number:	HR - 3
Effective Date:	September 10, 2024
Approval by Council:	
Supersedes:	Town of Florenceville-Bristol Policy No. 11
Amended:	

The following information is to promote understanding of the terms and conditions governing the District of Carleton North Employee Recognition for Long Service & Retirement Policy.

1. PURPOSE:

The District of Carleton North appreciates the dedication and loyalty of long-term employees. The intent of this policy is to establish consistent guidelines indicating how the Town may demonstrate its appreciation to such employees.

2. BASIC STATEMENT:

The District of Carleton North will annually honour its employees for their contribution to the Town for both long service and retirement.

3. PROCEDURES:

It is the responsibility of the Chief Administrative Officer or designate to review employee records to determine those employees eligible for recognition, both for long service and retirement each year. The Human Resource Committee shall also ensure appropriate dollars are budgeted to cover the costs of certificates and monetary gifts.

4. LONG SERVICE:

Consecutive years of service with the Town of Florenceville-Bristol, Village of Bath and Village of Centreville will be added to an employee's years of service with the District of Carleton North.

A certificate to acknowledge employees who have completed 5, 10, 15, 20, 25, 30, 35, 40, 45, or 50 years of service in that calendar year will be presented at the annual Town Christmas Party by the Mayor or his/her designate.

Paid days off will be given as outlined below, and are to be taken within 12 months of the anniversary date:

- 5 – 1 day off
- 10 – 2 days off
- 15 – 3 days off
- 20 – 4 days off
- 25 – 5 days off
- 30 – 5 days off
- 35 – 5 days off
- 40 – 5 days off
- 45 – 5 days off
- 50 – 5 days off

Cheques will be presented to employees at the annual Christmas party for the following years of service recognition during that calendar year:

- 20 – \$500 cheque
- 25 – \$750 cheque
- 30 – \$1000 cheque
- 35 – \$1250 cheque
- 40 – \$1500 cheque
- 45 – \$1750 cheque
- 50 – \$2000 cheque

5. RETIREMENT:

A Retirement luncheon to honour the retiree will be held during the last week of the employee’s work. All District of Carleton North employees, the honoured retiree and their immediate family, Council members and the Mayor are all invited to this luncheon.

Upon retirement, employees shall receive a personalized retirement plaque and a special congratulatory letter signed by the Mayor, and a cheque for \$25.00 per year of service. (e.g. an employee who retires with 35 years of service would receive a cheque for \$875.00) to be presented at this Retirement luncheon.

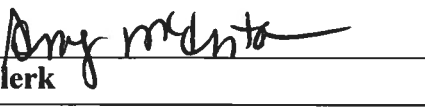
Certification for District of Carleton North Policy Manual:

I certify that this *Employee Recognition – Long Service & Retirement Policy*, as indicated above was adopted by Council.



 Mayor

September 10, 2024
Date of Council Resolution



 Clerk



September 10, 2024
Date Policy in Effect