

MUNICIPALITY OF THE DISTRICT OF BARRINGTON <b>POLICY AND ADMINISTRATION MANUAL</b>	REFERENCE NUMBER <u>14</u>
SECTION <b>EMPLOYEE BENEFITS</b>	SUBJECT <b>SERVICE AWARDS</b>

## 1. APPLICATION

1.1. This policy applies to all permanent employees of the Municipality.

## 2. AUTHORITY

2.1. Municipal Government Act.

## 3. PURPOSE

3.1. To outline how the Municipality of the District of Barrington will recognize employees who reach certain milestones in their work and personal life, as well as support employee social events that will enhance employee morale.

## 4. POLICY STATEMENT

### 4.1. Years of Service

- a) The Municipality of the District of Barrington will recognize a full-time employee's contributions to the Municipality when he/she reaches certain milestones in his/her years of service. Service recognition awards shall be presented by the ~~Warden during Council Meetings~~ **CAO during a staff gathering** following the employee's milestone in years of service and all staff will be invited to attend. An employee may choose to not receive their service award **privately** ~~in front of Council~~. Service awards will be recognized as follows:

Years of Service	Award
5 years	Certificate of Recognition
10 years	\$50 gift and Certificate of Recognition
15 years	\$75 gift and Certificate of Recognition
20 years	\$100 gift and Certificate of Recognition
25 years	\$150 gift and Certificate of Recognition
30 years and every 5 years thereafter	\$200 gift and Certificate of Recognition

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#### **4.2. Employee Departure**

- a) At the discretion of the CAO, the Municipality may financially contribute to the purchase of a gift for a departing employee as outlined below.

Years of Service	Financial Contribution
0-10 years	Up to a maximum of \$50
10 or more years	Up to a maximum of \$100

#### **4.3. Retirement**

- a) The Municipality of the District of Barrington shall pay the greater of the sick benefit entitlement referred in Sick Leave Policy, or \$100 per year of service to any full time permanent employee upon voluntary termination (retirement).

#### **4.4. Personal Life Events**

- a) At the discretion of the CAO, The Municipality will make a \$50 financial contribution to a gift/ floral arrangement/ or donation in the event of the birth or adoption of a child to an employee, the death of an immediate family member, or the serious illness or injury of an employee of their spouse.

#### **4.5. Employee Social Events**

- a) Employees will be responsible for organizing a Christmas and Summer Social event to which the Municipality will contribute up to \$25 per person per event. In the event that the cost exceeds this amount, the employees may choose to use funds from the occasion fund, or have employees cover the remaining costs.

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<b>Chief Administrative Officer's Annotation for Official Policy Book</b>	
Date of Notice to Council members of Intent to Consider	April 23, 2018
Date of Passage of current Policy	May 28, 2018
I certify that this "Employee Benefits – Service Awards" was adopted by Council as indicated above.	
_____	_____
Chief Administrative Officer	Date

**VERSION LOG**

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
<b>1</b>	<b>Approved Policy of Council</b>	<b>CAO</b>	<b>Council</b>	<b>May 28, 2018</b>