

VILLAGE OF ANDREW

Policy Number: 2018-11-02

Date of Issue: November 28th 2018

Policy Subject: **EMPLOYEE LONG SERVICE AWARDS**

POLICY STATEMENT:

The purpose of this policy is to provide a guideline to be followed for the presentation of awards to all Village employees.

PROCEDURES:

Service Awards will be presented for every five (5) years of employment. Experience outside the Village of Andrew does not apply.

Types of service qualifying for awards will include the following or combination thereof:

- a) Full time employees.
- b) Part time employees, with continuing employee status. There would be no differentiation between part time and full time employment for the purpose of a service pin.

Contract type persons who do not have employee status will not be considered for service pins.

An employee will qualify for a service award during the ceremonies for a particular year (usually at annual Christmas function) if his or her five year increment service occurred on or prior to June 30th of that year. Leaves of absence will not be calculated into the years of service.

The following awards will be given

- a) A 5 year for 5 years of service
- b) A 10 year for 10 years or service.
- c) A 15 year for 15 years or service.
- d) A 20 year for 20 years or service.
- e) A 25 year for 25 years or service.
- f) A 30, 35 or 40 year for 30, 35, or 40 years or service.
- g) That each category a) to (f) be provided with a memento value being \$10.00 per year of service.

This policy will come into effect upon passing by Council and is not retroactive.

MAYOR

CHIEF ADMINISTRATIVE OFFICER